

‘IOLANI SCHOOL

FAMILY HANDBOOK 2023-24

One Team · Rich in Tradition · Embracing the Future

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Welcome to the 2023-24 school year.

This handbook provides parents and students with information regarding Iolani School's policies and services. We ask all families to read this handbook to be familiar with the many activities and opportunities available to students, as well as what is expected of all students. Please refer to this handbook as needed throughout the school year. The school also reserves the right to modify the guidelines stated in this handbook as necessary.

We hope the information presented is helpful and contributes to a happy and fulfilling school year. Thank you.

** For updated information, please visit iolani.org*

2023–24 School Year

2023

Tuesday, August 15	Residential Life New Student Move-in and ResLife Orientation Programming
Saturday, August 19	Residential Life Returning Student Move-in and ResLife Programming
Tuesday, August 22	First Day of 2023–24 School Year
Monday, September 4	Labor Day School Holiday (Offices Closed)
Monday, September 25	Head of School Holiday (Offices Closed)
Monday, October 9	Indigenous Peoples' Day School Holiday (Offices Closed)
Tuesday, October 10	PSAT Exam/Faculty Professional Development Day Upper School Early Dismissal/No Lower School Classes
Friday, October 20	Fall Break No Upper School/Lower School Classes (Offices OPEN)
Friday, October 27	K-3 Parent-Teacher Conferences — No K-3 Classes
Friday, November 3	K-3 Parent-Teacher Conferences — No K-3 Classes
Friday, November 10	Veterans Day (Observed) — School Holiday (Offices Closed)
Thursday, November 23	Thanksgiving Day — Campus Closed — No Events
Friday, November 24	Thanksgiving Holiday — School Holiday (Offices Closed)
Friday, December 15	Christmas Vacation Begins (Offices OPEN)
Friday, December 15	Residence Hall Closes at 4:00 p.m.

2024

Monday, January 1	Residence Hall Opens at 8:00 a.m.
Wednesday, January 3	School Resumes
Thursday, January 11	US Semester Exams/Lower School Faculty Professional Development Day (No Upper School/Lower School Classes)
Friday, January 12	Upper School Semester Exams/Lower School Faculty Work Day (No Upper School/Lower School Classes)
Monday, January 15	Martin Luther King Jr. Day — School Holiday (Offices Closed)
Monday, February 5	Head of School Holiday (Offices Closed)
Monday, February 19	Presidents' Day — School Holiday (Offices Closed)
Monday, March 4	Head of School Holiday (Offices Closed)
Friday, March 15	Spring Vacation Begins (Offices OPEN)
Friday, March 15	Residence Hall Closes at 4:00 p.m.
Friday, March 22	Kūhiō Day (Observed) — School Holiday (Offices Closed)
Saturday, March 23	Residence Hall Opens at 8:00 a.m.
Monday, March 25	School Resumes
Friday, March 29	Good Friday — School Holy Day — Campus Closed — No events
Friday, April 19	'Iolani Fair
Saturday, April 20	'Iolani Fair
Monday, April 22	Head of School Holiday (Offices Closed)
Friday, May 24	Last Day of Upper School Classes
Sunday, May 26	Baccalaureate — Chapel — 6:30 p.m.
Monday, May 27	Memorial Day — School Holiday (Offices Closed)
May 28–30	Final Exams (No US Classes, Gr. 7 Math Exam on 5/29 @ 7:45 a.m.)
Thursday, May 30	Last Day of Lower School Classes
Saturday, June 1	Class of 2024 Graduation — 5 p.m.
Saturday, June 2	Residence Hall Closes at 12:00 p.m.

»Visit www.iolani.org for additional calendar listings.

Important Phone Numbers

‘Iolani School’s main phone number is 808-949-5355. Specific office numbers are listed below.

Admission Office (Day)	808-943-2222
Admission Office (Boarding).	808-943-2279
Advancement Office	808-943-2327
After School Care.	808-943-2242
Alumni Office	808-943-2309
Attendance — Lower School (K-6).	808-943-2227
Attendance — Upper School (7-12).	808-943-2207
Athletic Office.	808-943-2208
Business Office.	808-943-2211
Cafeteria	808-943-2223
Campus Store.	808-943-2203
Chapel	808-943-2205
College Counseling	808-943-2268
Communications/PR.	808-943-2347
Counseling — Lower School	808-943-2393 or 808-943-2225
Counseling — Upper School	808-943-2238
Financial Aid Office.	808-943-2397
Fair Office	808-943-2339
Head of School.	808-943-2202
Information Technology Services (ITS).	808-943-2358
Infirmary	808-943-2249
Library — Lower School	808-943-2278
Library — Upper School	808-943-2215
Main Office	808-949-5355
‘Ohana Office	808-943-2322
Performing Arts Office.	808-943-2244
Residential Admission	808-943-2379
Residential Life.	808-943-2231
Security	808-478-9253
Special Programs.	808-943-2262
Sullivan Center	808-943-2349
Special Programs.	808-943-2262

»Visit www.iolani.org for a faculty and staff directory.

Mission Statement

‘IOLANI SCHOOL is a coeducational, college-preparatory school for grades K–12 founded upon Christian principles. Its mission is to develop liberally educated, well-rounded individuals who are well-prepared for higher education and for responsible, moral citizenship.

To foster academic excellence and personal growth in every individual, a school must be challenging and competitive yet compassionate and humane. The ‘Iolani motto, “One Team,” expresses the spirit of unselfish cooperation and mutual support among faculty, staff, coaches, parents, and students. ‘Iolani is committed to the following ideals:

- » An education which reflects its Episcopal Church heritage and provides a spiritual foundation for the development of personal values and moral integrity.
- » An exemplary college-preparatory curriculum with small classes, personalized instruction, and frequent occasions to speak, listen, think, and write.
- » The development of individuals who are creative and inquisitive, who analyze and synthesize information to solve problems, and who conduct themselves with confidence, discretion, tolerance, and compassion.
- » A student body diverse in cultural, ethnic, and socioeconomic backgrounds who bring the best combination of intellect, talent, character, and leadership to the school.
- » Programs which offer students ample opportunity to develop their ability and confidence in intellectual, spiritual, social, artistic, and physical pursuits.
- » A balance of commitment to personal growth and concern for others.
- » Lifelong learning and active, informed, productive citizenship in local, national, and global communities.

Accreditation and Memberships

Accredited by the Western Association of Schools and Colleges
Licensed by the Hawai‘i Council of Private Schools

MEMBER OF:

National Association of Independent Schools (NAIS)
Hawai‘i Association of Independent Schools (HAIS)
Secondary School Admission Test Board (SSATB)
Educational Records Bureau (ERB)
College Entrance Examination Board (CEEB)
National Association for College Admission Counseling (NACAC)
National Association of Episcopal Schools (NAES)
Council for Spiritual and Ethical Education (CSEE)
The Association of Boarding Schools (TABS)
Education Advisory Board (EAB)
Council for Advancement and Support of Education (CASE)
Association for Supervision and Curriculum Development (ASCD)
Independent School Management (ISM)

History of ‘Iolani School

‘IOLANI’S HISTORY is closely interwoven with the story of Hawai‘i. In 1862, following a plea from King Kamehameha IV and Queen Emma to the Church of England, the first Anglican bishop and priests arrived to establish the Diocese of Honolulu. By 1863, Father William R. Scott had secured property and begun Lua‘ehu School in Lahaina, Maui. This was the beginning of the present ‘Iolani School.

When Father Scott returned to England due to illness, Bishop Thomas Nettleship Staley sent Father George Mason to relieve him. Father Mason continued to operate the school his predecessor founded. In 1870, when Bishop Staley left Honolulu, Father Mason was called back to the capital city. It was at this time that the school was moved to Honolulu. That same year, Queen Emma bestowed on the school the name ‘Iolani, meaning “heavenly bird.”

Dr. Sun Yat-sen was 14 years old when he attended the school from 1879 to 1882. He was known as Sun Tai Cheong at the time. He is often referred to as the “Father of Modern China.” When the revolution put an end to the Hawaiian monarchy, and Hawai‘i was annexed by the United States, control of the Diocese of Honolulu passed into the hands of the Episcopal Church. ‘Iolani moved from its Nu‘uanu Valley home to St. Andrew’s Cathedral, where it remained until 1927, when it returned to Nu‘uanu. ‘Iolani continued to function there until 1953 when the school fully relocated to its present campus location near the Ala Wai Canal. The Lower School moved to the Ala Wai campus in 1946.

From a small mission school for young men founded during the reign of King Kamehameha IV, ‘Iolani has grown into one of the largest and finest independent schools in the nation. In the fall of 1979, ‘Iolani admitted girls and is now fully co-educational. ‘Iolani remains firmly rooted in traditions related to the Episcopal Church.

Students of diverse racial and religious heritage currently attend the school’s 13 grades (K–12). The students work through a curriculum preparing them for college, but the school also strives — through its academic, arts, athletic, and extracurricular programs — to intensify and broaden the capacities of its students so they are prepared for the changing world that awaits them, equipped with healthy social-emotional skills, and moved with a strong sense of personal worth and responsibility to mankind.

The sustaining heart of a school is its faculty. ‘Iolani’s teachers come from across the country and around the world. They bring a wealth of experience and background to the community and are committed to their students.

‘Iolani School Prayer

Almighty God, the fountain of all wisdom and goodness;
We beseech Thee to regard with favor and to visit with Thy blessing, this school of Christian learning and truth. Endue its teachers with wisdom and sympathy, with patience and right judgment; And to all its pupils grant Thy fatherly care and protection. Give us a spirit of cheerful obedience, of faithful industry, of unselfish consideration, and of kindly courtesy. Guide us by Thy Holy Spirit into the paths of truth and goodness, that we may grow in grace and knowledge of our Lord and Savior Jesus Christ. Amen.

Alma Mater

O ‘Iolani, at thy call we gather,
To pledge anew our loyalty and love.
Bound fast to thee by bonds no power can sever,
We rise for thee, our firm faith to prove.
We will stand strong and with proud hearts salute thee;
Love stands supreme, our faith shall not move.

Here friendships weave their mystic strands forever,
A fellowship that time shall not defy;
Here dreams of youth take shape and spring to being,
Eternal as the earth, sea and sky.
With vision clear, our minds, our hearts stand open;
We will keep faith, our love shall not die

— Words by Rev. Albert H. Stone (*Music to Finlandia*)

Health Policies and Procedures



HEALTH SERVICES

The infirmary is open during the school day to ensure the optimal health and well-being of all students, faculty, and staff. Nurses will provide basic first aid for minor injuries obtained on campus and help manage the onset of symptoms or illnesses that arise during the school day. In addition, nurses will work together with students, parents, athletic trainers, medical doctors, and school faculty to give students the highest level of wellness while on campus.

The infirmary is located in the Wellness Center on the Makai side of the Student Center, facing the baseball field, and is staffed from 7:15 am - 5:30 pm, Monday-Friday, when school is in session. Nurses may be contacted at 808-943-2249 or infirmary@iolani.org.

PARENT NOTIFICATION

The protocol for notifying parents/guardians when a student has visited the Infirmary is as follows:

Lower School (K–6)

- » Pink half-sheet infirmary referral slips will be sent home via backpack for all minor visits to the Infirmary. No parental notification will be made via phone unless requested.
- » Phone calls will be made to parents/guardians for all major incidents and/or concerns.

Upper School (7–12)

- » For minor injuries, no parental notification will be made.
- » Phone calls will be made to parents/guardians for all major incidents and/or concerns.

HEALTH REQUIREMENTS

Physical examinations, immunizations, and TB clearance must be in compliance with Hawai'i State Law and 'Iolani School policy. Please refer to Magnus Health for information on the above requirements. Should you have any questions, please contact the 'Iolani School Director of Health Services at 808-943-2249 or infirmary@iolani.org.

HEALTH RECORDS

'Iolani School maintains electronic health records for each student, including health forms submitted annually through Magnus Health, a secure and private portal. In certain situations, it may be necessary to share information contained in the health records with the faculty and/or staff of the school if, in the school's judgment, such disclosure is required for the student's health or educational needs. In emergency situations involving the health or safety of the student, the school may disclose such information to other parties.

ILLNESS POLICIES AND PROCEDURES

'Iolani School works diligently to provide a safe and healthy campus for all students. **If a student is ill, we ask for parental assistance in preventing the spread of illness by keeping the student at home.** Sending students to school when they are ill exposes their peers to the same illness.

Any student absent from school will be required to remain off campus until they are medically cleared and authorized by 'Iolani School to return.

REPORTING AN ILLNESS, INJURY, OR HEALTH RELATED SITUATION

OUTSIDE SCHOOL HOURS

Notifying the Infirmary of any illness or injury is an important element in keeping the overall community safe and healthy. Students and their families should adhere to the following guidelines noted below. A parent or guardian will need to contact the 'Iolani Infirmary at 808-943-2249 if:

- » A student is feeling ill or injured and cannot report to school.
- » A student is newly diagnosed with a medical condition, will require surgery or hospitalization, or is injured and requires accommodations while in school.

DURING SCHOOL HOURS

Students feeling ill while in school should do the following:

- » Come to the Infirmary with teacher notification or during passing, free period, or lunchtime.
- » Avoid calling their parents/guardians for pick up before coming to the Infirmary.
 - Nurses at the Infirmary will need to assess the student and will then call parents/guardians if the child will be going home ill.
 - Nurses at the Infirmary will evaluate symptoms and determine if a child is too ill to remain in school or can be treated and return to classes.

All students who leave ill during the school day must have permission from the school and check out in person with the Infirmary.

SYMPTOMS REQUIRING EXCLUSION FROM SCHOOL

Students presenting any of the following symptoms may be required — after consultation with the school nurse — to be picked up and/or remain home from school:

- » Temperature of 100°F or higher.
- » Vomiting or has vomited during the night, has nausea
- » Diarrhea
- » Shortness of breath
- » Cough
- » Nasal congestion
- » Sore throat
- » Rash (unexplained cause)
- » New loss of taste or smell
- » Fatigue
- » Headache
- » Muscle or body aches
- » Poor appetite/lack of appetite

CONDITIONS REQUIRING EXCLUSION FROM SCHOOL

Communicable Disease

A family is required to notify the Infirmary at 808-943-2249 if their child has been diagnosed with or is being tested for any communicable disease.

Any student who has been diagnosed with the following conditions may be required to present a primary-care physician's note clearing them to return to school and be authorized by the school to return. Parents must also contact the Infirmary and speak to a nurse prior to the student's return.

- » Scabies
- » Conjunctivitis (pink eye)
- » Influenza
- » Measles, mumps, rubella
- » Chicken pox
- » Mononucleosis
- » Strep throat
- » Scarlet fever
- » Impetigo
- » Live lice ('ukus)
- » Fifth disease
- » Active tuberculosis
- » Hand-foot-mouth disease

OTHER OBLIGATIONS TO REPORT

In addition to the above-listed reporting requirements, a family is required to notify the Infirmary at 808-943-2249 in the following situations. All students reporting the following must present a primary-care physician's note clearing them to return to school and be authorized by the school to return. Parents/guardians must contact the Infirmary and speak to a nurse prior to the student's return.

- » Physical injuries
- » Surgeries
- » Hospital/ER visits or admissions
- » Newly diagnosed conditions

CRITERIA FOR RETURNING TO SCHOOL FOLLOWING ILLNESS

RETURNING TO SCHOOL AFTER ILLNESS — GENERAL PROCEDURES AND CLEARANCE

The following procedures must be followed for clearance to return to school for ALL students K–12 who have been absent from school due to illness for any length of time:

- » A physician's note of clearance is required for ALL students that have been ill and absent for three days or more.
- » On their first day back at school, at the direction of the Infirmary, students MUST go directly to the Infirmary to be assessed by a nurse and submit any physician's notes they may have obtained. If the student is symptomatic or deemed not eligible to return by a nurse, a parent or

guardian will be notified, and the student will be sent home.

A CLEARANCE PASS will be issued once a student is cleared by a nurse and meets the following guidelines:

1. Student is symptom-free.
2. Student has a clearance note from their primary care physician (if applicable).
3. Student is fever-free (see Fever Policy below).

Students who do not have a clearance pass will not be allowed to attend classes.

SPECIFIC GUIDANCE FOR GENERAL ILLNESS

Any student who has been absent from school due to an illness must meet ALL the following criteria to return to school:

- » Fever-free (99°F or lower) for the past 24 hours without fever-reducing medication.
- » Symptom-free or experiencing symptoms improving over the past 24 hours.
- » **For any student absence greater than 3 days, parents or guardians must inform the Infirmary of the reason for the absence and obtain a note of clearance to return to school from the student's primary care physician.**
- » Have a clearance pass obtained from nurses on the first day back in school.

FEVER POLICY

A fever is any body temperature elevation over 100°F (37.8°C). A healthy person's body temperature fluctuates between 97°F (36.1°C) and 100°F (37.8°C), with the average being 98.6°F (37°C).

- » Students with a fever must stay home until fever-free for 24 hours without fever-reducing medication. If a student is sent home from school with a fever, they will not be allowed to attend school the next day.
- » Upon return, the student must report to the Infirmary before homeroom for a temperature check and to be cleared by a nurse to be in school.
- » If the student is found to still have a temperature over 100°F (37.8°C), the student will not be allowed to attend classes, and parents/guardians will be called to pick the student up.

THESE POLICIES ARE SUBJECT TO CHANGE BASED ON CURRENT CDC RECOMMENDATIONS.

INJURY POLICIES AND PROCEDURES

Any student who has an injury requiring accommodations while on campus must check in with the Infirmary before homeroom on the first day back in school with a note of clearance or restrictions from their primary care physician. The note must indicate specific medical instructions and/or restrictions along with the date of the next physician follow-up. A clearance note stating that the student is cleared "with no restrictions" will be required before the student is allowed to return to any activities from which they were originally restricted (e.g., PE, sports, dance, etc.). The clearance note should be submitted to the Infirmary by the student, in person, before homeroom, on the first day back in school.

PARTICIPATION IN ATHLETICS OR EXTRACURRICULAR AFTER SCHOOL ACTIVITIES

All students claiming illness and arriving in school later in the day must check in with the Infirmary by 12 p.m. with a physician's note in order to participate in athletics or any extracurricular activities that day. The note should be submitted in person to the Infirmary by the student upon arrival to campus. Any student sent home ill during the school day may NOT participate in any extracurricular activities that day.

GENERAL HEALTH POLICIES AND PROCEDURES

PICK-UP POLICY

If the Infirmary notifies a parent/guardian that a student must be picked up from school because they are ill, please arrange for pick up within one hour of notification. If a parent/guardian is not available, the emergency contact will be called. If parents/guardians are traveling and out of town for an extended period, please notify the Infirmary in case the school needs to contact someone should the student become ill during school. Any student sent home ill during the day may not participate in any extracurricular activities that day.

HEAD LICE ('UKU) POLICY

Should head lice be discovered on your child at home, please notify the school nurses at 808-943-2249 or email at infirmary@iolani.org.

Should head lice be discovered during the school day, parents will be required to pick up the child from the Infirmary.

A student can return to school once the following steps have been completed:

- » Hair has been treated
- » Nits have been removed
- » A student has seen a nurse for a hair check and clearance to return

MEDICATIONS

If a student requires prescription medication during school, please notify the Infirmary nurse for specific directions and support. Students are not permitted to carry prescription medications without prior authorization from the infirmary.

All prescription medications must be stored in the nurse's office with a physician-completed Administration of Prescription Medication form on file in Magnus Health. Students must come without a reminder to take their daily medications.

Students being treated for pain — either post-operatively or post-injury — must be able to function without narcotic medication while in school. Parents/guardians should speak with the nurse to be sure the medication prescribed is non-narcotic before the student's return to school.

All insulin-dependent diabetic students must have an action plan on file with the nurse.

Nurses will dispense over-the-counter medications to students only with parent/guardian consent

All students requiring an EpiPen must have an allergy action plan on file in Magnus Health. Students with life-threatening allergies, which may require the use of an EpiPen, will be required to supply their own EpiPen. Students should carry their EpiPen in their bag or on their person so it is readily available in an emergency. Students with EpiPens are required to have them on all field trips.

SLIPPER PASS (GRADES 7-12)

Slipper passes for medical issues such as injuries, cuts, or blisters should be obtained from the Infirmary before homeroom. The pass must then be taken to the attendance window before 7:40 a.m. All passes received after 7:40 a.m. will be unexcused and result in detention.

Students with broken shoes, wet shoes, or who have forgotten their shoes should request a slipper pass from the attendance window. Any student with a slipper pass for the day will not be allowed to participate in athletics that day.

LONG-TERM SLIPPER PASS

Any student who requires a long-term slipper pass for a medical issue estimated to last longer than three days must have a physician's note on file with the Infirmary. The physician's note must specify limitations and estimated duration of medical issues as well as a follow-up date for clearance.

Day Admission

‘Iolani School offers challenging academics, competitive athletics, and exciting performing and visual arts programs in a stimulating and supportive environment. Total enrollment is approximately 2,200 students, with about 700 students in the Lower School and 1,500 students in the Upper School. The average class size is 16, and students enjoy a 10:1 student-teacher ratio. Since admission to ‘Iolani is selective, an early application is recommended.

Approximately 300 new students from diverse economic, cultural, and religious backgrounds are admitted to ‘Iolani each year. Students enter at kindergarten, sixth, seventh, eighth, and ninth grades, and occasionally at grades 10, 11, and 12.

When considering applicants for admission to ‘Iolani, the Admission Committees look for academic promise and achievement, co-curricular involvement, creativity, good character, and the desire for a college-preparatory education. The committees select students who will benefit most from the ‘Iolani program and who, in turn, will contribute to the life of the school.

Essential to the admission process are the student’s academic records, teacher recommendations, and test scores. Kindergarten candidates come to campus on two occasions: once for an individually administered aptitude test and a second time for a group readiness test. Students applying to grades 6 through 11 take the Secondary School Admission Test (SSAT). Those applying to 12th grade submit their P/SAT or ACT scores. In addition, 12th grade candidates must be able to meet ‘Iolani’s graduation requirements within one year. Personal interviews, group activities, and writing samples are part of the admission procedure for older students.

After a student is offered admission, a signed enrollment agreement and a \$500 deposit are required to hold a student’s space for the following school year. The signed agreement and deposit for the 2024–25 school year are due by April 15 for grades 6–12 and May 10 for kindergarten.

Parents/guardians who wish to be considered for financial aid should apply online. Details and deadlines will be communicated to all admission applicants and are also available on the ‘Iolani Financial Aid website. Applying for financial aid will not impact a candidate’s admission decision. Please refer to the Financial Aid section for more details.

Applications for the 2024–25 school year are available beginning August 1, 2023. The age guidelines for kindergarten applicants are as follows:

- » Boys must turn age five by June 30, 2024*
 - » Girls must turn age five by September 30, 2024*
- *revised due to COVID-19

The application deadline for kindergarten is October 15. The application deadline for grades 6–12 is November 15. Candidates who apply after the November 15 deadline face a more competitive admission situation and are considered on a space-available basis.

For admission information and application materials for the Day Program, please call the Office of Admission at 808-943-2222, or go to ‘Iolani’s website and apply online.

- » E-mail: admission@iolani.org
- » Website: www.iolani.org/admission

‘Iolani School does not discriminate on the basis of race, color, national or ethnic origin, gender, age, or disability in areas of admission, financial aid, athletics, or other school-administered programs.

Residential Admission

‘Iolani School’s Boarding Program is for grades 9 through 12 and welcomes students from our neighboring Hawai‘i islands, the continental U.S., and countries around the world to reside in our Residence Hall and experience life as ‘Iolani students.

When considering applicants for admission to ‘Iolani, the Admission Committee looks for academic promise and achievement, co-curricular involvement, creativity, good character, and the desire for a college-preparatory education. The committee selects those students who will benefit most from the ‘Iolani program and who, in turn, will contribute to the life of the school.

Essential to the admission process are the student’s academic records, teacher recommendations, and the Secondary School Admission Test (SSAT) results. Applicants whose native language is not English must provide proof of English proficiency with a TOEFL, IELTS, or Duolingo English Test score. An in-person or virtual interview is also part of the admission process.

After a student is offered admission, a signed enrollment agreement and a \$2,500 deposit are required to hold a student’s space for the fall beginning of the school year. The agreement and deposit for the 2024–25 school year are due by April 10, 2024.

Applications for the 2024–25 school year are available beginning August 1, 2023.

The application deadline for the 9th, 10th, and 11th grades is January 15, 2024. Candidates who apply after the January 15, 2024, deadline are considered on a space-available basis.

For admission information and application materials for the boarding program, please call the Office of Residential Admission at 808-943-2379 or go to ‘Iolani’s website and apply online.

» E-mail: boarding@iolani.org

» Website: www.iolani.org/boarding

‘Iolani School does not discriminate on the basis of race, color, national or ethnic origin, gender, age, or disability in areas of admission, financial aid, athletics, or other school-administered programs.

International Student Admission and Enrollment

As a Student and Exchange Visitor Program (SEVP)-designated school, ‘Iolani School must verify the appropriate visa status of all international students. After initial verification, it is the responsibility of the student’s family to maintain acceptable legal status.

An incoming international student must have an acceptable non-immigrant visa to attend school in the United States. Verification takes place after the student is accepted and throughout their enrollment at ‘Iolani. In addition, an international student in the day program must live with at least one parent on a full-time basis for the entire time they attend ‘Iolani.

The purpose of this policy is to determine potential difficulties and to avoid delays, disruption, or negative perceptions or penalties should federal authorities determine that a student is unauthorized to be in the U.S.

ADMISSION

The ‘Iolani School admission application asks for the applicant’s country of citizenship.

If the applicant is not a U.S. citizen or Lawful Permanent Resident, the applicant must include their visa type and visa number on the application, if available.

After acceptance, ‘Iolani School determines if the student possesses the appropriate visa status to attend school in the U.S. As a SEVP-approved school, ‘Iolani is able to accept students for enrollment on an F-1 visa. Other visas may also be accepted for study at ‘Iolani pending verification with the proper authorities.

ENROLLMENT

Once an international student is accepted, it is the family’s responsibility to inform the school of any material changes to the student’s immigration status. It is also the sole responsibility of the student and family to properly maintain the student’s legal status in the U.S. Failure to do so affects the student’s enrollment at ‘Iolani and can result in the termination of enrollment (until the student obtains proper status).

‘Iolani School retains the right to review a student’s immigration status and to take appropriate action in each situation.

Tuition and Fees

DAY STUDENT ANNUAL REGULAR TUITION

Grades K–6	\$28,250*
Grades 7–12	\$28,250

**includes books and supplies*

BOARDING STUDENT ANNUAL REGULAR TUITION

Grades 9–12	\$63,600
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TECHNOLOGY FEE:

Grades K–12	\$525
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Music instrument rental from the school for the academic year: \$175

Financial Aid

‘IOLANI SCHOOL is committed to enrolling qualified students from a wide range of experiences and backgrounds. To that end, the school supports an extensive need-based financial aid program to assist students in their desire to attend ‘Iolani. The goal is to bring an ‘Iolani education within reach of all who wish to enroll.

The school considers candidates for financial assistance on the basis of availability of funds, demonstrated financial need, and the information provided in the family’s financial aid application. ‘Iolani School does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, age, or disability in extending financial aid.

Financial aid awards are made for one academic year. Families must reapply each school year to be considered for assistance. Aid may be withdrawn or adjusted if:

- » Your family’s demonstrated need, or the number of tuitions you support, changes
- » You are awarded additional monies from an outside organization
- » Your child is placed on academic or disciplinary probation, is released from school, or has excessive unexcused absences
- » Your outstanding tuition balance is not paid

Information on how to apply for financial aid can be found on the ‘Iolani Financial Aid website. The process is completely electronic, requiring families to complete a detailed financial aid application (via an online portal) and upload personal financial documents. A listing of these documents, in addition to detailed FAQs, can be found online. The deadline to apply is October 15th for returning families. Any questions may be directed to the Financial Aid Office at 808-943-2397 or financialaid@iolani.org.

All financial aid information is kept strictly confidential.

Payment of Tuition

The obligation to pay the tuition and fees for the full academic year is unconditional, and no portion of such tuition or fees so paid or outstanding will be refunded or canceled, notwithstanding the absence, withdrawal, or dismissal from 'Iolani School of the child during the academic year.

Three tuition payment options and a Tuition Refund Plan (TRP) are available for day students, and two tuition payment options and TRP are available for boarding students. The TRP provides insurance for financial losses incurred during the academic year because of withdrawal, dismissal, or extended medical absence. Please refer to the Tuition Refund Plan brochure for complete details. The TRP premium is determined annually and is payable in advance. NOTE: TRP participation is required of day students under the Monthly Payment option and boarding students under the Semester Payment option.

ANNUAL PAYMENT – Tuition is payable in advance in a single installment and is due on or before July 31, 2023. If payment under this option is not received by the due date, the account will be placed under the Monthly Payment for day students and Semester Payment for boarding students. Terms and service charges for the remainder of the academic year will apply, and the annual TRP premium will be due.

SEMESTER PAYMENTS – Tuition is payable in advance in two installments; the first installment of at least one-half of the tuition is due on or before July 31, 2023; the balance of tuition is due on or before January 3, 2024. This option includes a \$160 payment plan fee payable in two installments. If payments under this option are not received by the due dates, the account will be placed under the Monthly Payment for day students. Terms and payment plan fees for the remainder of the academic year will apply, and the annual TRP premium will be due.

***MONTHLY PAYMENTS** – Tuition is payable in advance in 10 installments. Each installment of one-tenth of the tuition is due on or before the last business day of each month, beginning July 31, 2023, and ending April 30, 2024. This option includes a \$350 payment plan fee, payable in 10 installments with the tuition payment and the annual TRP premium also due.

Any additional fees are due when incurred.

A return-payment fee of \$30 will be assessed. A late fee of \$25 per month will be charged on any delinquent account from and after the date on which the account becomes delinquent, up to and including the date on which the account is paid in full. In addition to a late fee, interest at the rate of 1% per month may be charged on any unpaid delinquent amount from and after the due date of such amount until paid. Students may be suspended if payments are not made in a timely manner.

Failure to pay all outstanding tuition and fee balances in full by May 1, 2024, may result in the release of the student from enrollment. In addition, seniors may not be allowed to graduate unless all tuition fees and other delinquent accounts are paid by the above date. Delinquent accounts of released students will be turned over to a collection agency or referred to legal counsel for collection.

**A monthly payment option is available only for Day Student tuition.*

Residential Life



‘IOLANI SCHOOL’S RESIDENTIAL LIFE PROGRAM

strives to honor both our school community and the broader cultural context of our place here in Hawai‘i. We believe that living in a close-knit residential community is one of the greatest learning experiences a student can have, and our program strives to embody the understanding that the ‘Iolani community is an ‘ohana (family) where we take care of each other in many ways as we learn, grow, and experience life together as One Team.

The Residence Hall is often the place where many teachable moments occur alongside meaningful conversations sharing ideas and ideals. The Residential Life Team knows that students thrive when they are known and valued as essential to the full life of the community. Joined in houses with their peers, students are guided by house parents, faculty, and staff from the ‘Iolani ‘ohana, who strive to develop a community where every student feels safe and valued within the ResLife ‘ohana.

Consisting of 9th-12th grade students from neighboring islands, the continental U.S., and countries around the world, the dormitory is a global and dynamic place. The Residential Life Program is committed to the ‘Iolani ethos of One Team and offers its community members a world-class education, as well as opportunities to gain a global perspective by embracing all that Hawai‘i has to offer and learning from and with students from diverse cultural backgrounds.

Lower School



THE LOWER SCHOOL experience at ʻIolani focuses on providing each student with individualized attention, encouragement, a sense of belonging, friendships, a variety of subjects and experiences, and the foundation to love learning throughout their lifetime. While Lower School encompasses kindergarten through 6th grade, the curriculum and schedule for each grade level are designed to be age-appropriate, maintain a low student-teacher ratio, and provide positive reinforcement to promote healthy self-concepts, respect, and resourcefulness. As students move up in grade level, their academic, physical, social, and spiritual development continues. Students engage in fulfilling activities, develop an awareness of empathy and compassion, and hone skills that prepare them to continue their journey at the next grade level. Measurements of growth are provided to parents on a regular basis. A dedicated and caring faculty works together to foster the whole child and provide students with opportunities to pursue their early interests.

DAILY SCHEDULE

The Lower School daily schedule follows a six-day cycle of A, B, C, D, E, and F days. Homeroom teachers distribute daily schedules to students at the beginning of the school year. Lower School students attend chapel services once a week. **For all matters regarding attendance, parents should call the Lower School Office at 808-943-2227 or email lowerschool@iolani.org.**

KINDERGARTEN TO GRADE 3

Subjects in these grades include language arts, mathematics, social studies, science, and special courses. In language arts, students improve their ability to recognize letters and words, read aloud, and comprehend written and spoken words. Higher-level skills such as predicting, summarizing, and inferring are introduced and developed. Students learn to craft a piece of writing across three types: narrative, information, and opinion. Students learn the purpose of each type of writing and build upon previously learned skills to strengthen their voice as an author. In mathematics, students learn numeral recognition and formation, number values, and mathematical vocabulary. The spiraling curriculum reviews and expands skills and concepts in performing fundamental operations and problem-solving. The social studies curriculum aims to develop historians across four dimensions: developing questions and planning inquiries, applying disciplinary concepts and tools, evaluating sources and using evidence, and communicating conclusions, and taking informed action. The science curriculum develops skills and concepts along four major domains: physical science, life science, Earth and space science, and engineering design.

GRADES 4 TO 6

4th through 6th grade are departmentalized, and students report to different teachers for their classes. Subjects in these grades also include language arts, mathematics, social studies, science, performing arts, and special courses. In language arts, students learn how to read closely, make logical inferences, cite specific textual evidence, determine central ideas or themes, summarize key supporting details and ideas and analyze story elements. Students continue learning how to craft a piece of writing across three types: narrative, information, and opinion. In mathematics, students learn how to make sense of problems and persevere in solving them, reason abstractly and quantitatively, construct viable arguments and critique the reasoning of others, model with mathematics, use appropriate tools strategically, attend to precision, look for and make use of structure, and look for and express regularity in repeated reasoning. The social studies curriculum aims to develop historians across four dimensions: developing questions and planning inquiries, applying disciplinary concepts and tools, evaluating sources and using evidence, communicating conclusions, and taking informed action. The science curriculum develops skills and concepts along four major domains: physical science, life science, Earth and space science, and engineering design.

PERFORMING ARTS (REQUIRED FOR GRADES 4 TO 6)

To provide students with exposure to the performing arts, all 4th, 5th, and 6th graders must enroll in a course under the Performing Arts Department. The following details explain the Performing Arts Department options:

- » Band (5th and 6th grade) Students receive instruction on wind and percussion instruments.
- » Chorus (4th, 5th, and 6th grade) This group performs at several Lower School chapel services as well as at an end-of-year concert.
- » Contemporary Jazz Dance (5th and 6th grade) Students perform in showcases and various venues.
- » Hula (4th, 5th, and 6th grade) The hālau receives instruction from its kumu hula and participates in performances.
- » Musical Theater (6th grade) This class offers students instruction in singing, dancing, and acting, as well as an opportunity to perform in an age-appropriate musical.
- » Theater (6th grade) This class offers students instruction in acting and stagecraft, as well as an opportunity to perform in a play during the spring.
- » Beginning Orchestra Students learn to play an orchestral stringed instrument and perform in programs.
- » Advanced Orchestra is a continuation of the beginning orchestra, with the group also participating in performances.
- » Suzuki Program (grade four) Students learn to play the violin and/or cello without using written music and also concentrate on listening to and imitating the teacher.

SPECIAL COURSES

In addition to the core subjects, 'Iolani offers students in kindergarten through 6th grade several special courses, or "specials." Teachers of these special courses focus on specific areas and work with other teachers to foster a well-rounded educational experience that engages and inspires students. These specials include dance, music, religion, design and technology, art, physical education, science, and library.

SOCIAL AND EMOTIONAL SUPPORT

There is a kindergarten and 1st grade counselor, a 1st and 2nd grade counselor, a 4th and 6th grade counselor, and a 5th and 6th grade counselor. Counselors provide individual support, teach age-appropriate guidance lessons for grade levels, and support ongoing team-building activities throughout the year. The Lower School Chaplain's Office is also located in the Counseling Office so students and families can seek pastoral care as well. The Counseling Department also holds weekly meetings with 'Iolani School's Director of Social and Emotional Health as well as the Associate Dean to collaborate and plan ways to support students, faculty, parents, and families.

SOCIAL EMOTIONAL LEARNING (SEL) PROGRAM K-6

Students in grades kindergarten through 5th grade participate in daily social-emotional learning activities. The curriculum of the program is comprehensive and research-based, focusing on building a school-wide community through the development of students' social skills and SEL competencies. Lessons teach students responsibility, empathy, and cooperation, creating an environment where students feel known, heard, and cared for. Our SEL program helps students learn the importance of being productive members of our community, in which they know they matter.

In 6th grade, students participate in the Advisory Program, which connects every student to a faculty adviser and to a supportive group of peers. The program's goals are to create safe opportunities for students to explore ethical, personal, social, emotional, and academic issues to empower them as individuals within and beyond our community.

PLANNED ABSENCES

It is important to emphasize that planned absences resulting from travel are strongly discouraged. We deeply value the time we spend with your children, both for their academic progress and the personal growth fostered through our daily school routines and the relationships they cultivate with peers and teachers. **Consequently, we request that student travel be scheduled during periods when school is not in session.**

If your child must miss school to travel, parents/guardians should fill out [THIS STUDENT ABSENCE DUE TO TRAVEL FORM](#) at least a month before the trip. Requests for work should be made directly to their respective teachers at least two weeks before the trip. Please keep in mind that this work cannot replicate the classroom experience. Also, please remember to include the grade level counselor in the email.

Please note that the classroom learning experience cannot be fully replicated when students are absent, and teachers will not be able to reteach all missed lessons. Teachers may require students to submit their schoolwork prior to their departure or allow students to make up work upon their return. All assigned work for students traveling must be completed.

DROP-OFF AND PICK-UP

The Lower School utilizes two Autolines:

- » The K/1 Autoline located on Lā'au Street for kindergarten, 1st, and 5th grade drop off and pick up
- » The Lower School Main Autoline located along the Ala Wai Canal on Lā'au Place for 2nd, 3rd, 4th, and 6th grade drop off and pick up
- » Parents shall not drop off or pick up their child at other locations (Upper School Autoline, etc.).
- » Older siblings should be dropped off and picked up at their younger sibling's designated Autoline

DROP-OFF

Morning drop-off for kindergarten through 6th grade students will begin at 7:00 a.m. and end at 7:35 a.m. at the designated Autolines listed above. Students shall not be dropped off before 7:00 a.m. when there is no staff at the gates. Gates will be locked, and there will not be access to campus.

Family members other than the 'Iolani student should not exit their vehicle at Autoline for safety reasons. Students should sit — and car seats should be placed — on the right side of the car as this is the side pick up and drop off occurs on. Please pull forward as much as possible when dropping off or picking up. Autoline staff will help students out of their cars. Upon exiting their vehicles, students should walk directly to their grade-level waiting areas. All students will be escorted to their waiting areas for the first week of school. There will be faculty/staff members to supervise these waiting areas. Teachers will meet their students at the waiting area at 7:30 a.m. and escort them to the classroom during the first week. Students arriving between 7:30 and 7:40 a.m. should walk directly to their homeroom.

Breakfast bentos can be preordered on the Saturday prior to the week of classes. Students will pick up their breakfast at stations located on the way to their waiting areas and eat at their waiting areas.

PICK-UP

Pick-up time for kindergarten through 3rd grades is 2:15 to 2:45 p.m., and for 4th through 6th grades is 2:45 to 3:15 p.m. All Lower School families must utilize the PikMyKid app to announce their arrival at Autoline as well as display their Autoline placard on their dashboard when approaching the gate. Please review the PikMyKid Parent App User Guide and download the app on a mobile phone to utilize at pick-up on the first day of school. Parking in Autoline is not allowed. Cars arriving more than 15

minutes before their child's scheduled pick-up will be asked to recirculate.

After school, teachers will escort students to their designated Autoline waiting area. Once a student is announced on PikMyKid, they will walk to their designated Autoline for pickup.

Parents/guardians of students in 4th grade through 6th grade ONLY may designate that their child be allowed to walk directly home after they are dismissed. Students with this walker designation must sign out of the Lower School Office once dismissed and then immediately leave campus. Lower School students are not permitted to loiter in or be picked up at the Upper School.

To designate a child as a walker, parents should 1) email lowerschool@iolani.org with a note explicitly stating that they are giving the school permission to release the student to walk home independently AND 2) use the PikMyKid app to designate their child as a walker on the necessary days.

Extra Help will run from 2:45 p.m. to 3:15 p.m. Teachers will inform students of Extra Help opportunities. Teachers will escort students to their Autoline or After School Care upon dismissal.

All kindergarten through 3rd grade students not picked up by 2:45 p.m. and 4th-6th grade students not picked up by 3:15 p.m. will be automatically enrolled in After School Care daily drop-in services at that time and will stay with After School Care until they are picked up (see additional information in the following sections).

Parents/guardians may walk their child onto campus during their drop-off and/or pick-up times. Parking is extremely limited in the Kamoku Street Parking Garage and not guaranteed. If parking in the surrounding neighborhood, please observe and abide by all parking signs. Parents/guardians should not loiter on campus after dropping off or picking up their child. They must be off campus by 7:40 a.m. in the morning and may not enter without approval and obtaining a visitor's badge from the Lower School Office before 2:15 p.m.

PICK-UP AND DROP-OFF DURING SCHOOL HOURS

Students arriving after 7:40 a.m. must walk directly to the Lower School Office to receive a tardy pass. If the Autoline gates are locked, and a student is tardy, parents/guardians must find parking and walk their child to the Lower School Office.

To minimize classroom disruptions, early dismissals are permitted between the hours of 9:30 a.m. and 1:30 p.m. and should be coordinated with the Lower School Office at least 24 hours in advance. When the designated early pick-up time arrives, students will be accompanied by staff to the Lower School Office, and parents/guardians must meet and sign them out from there. Parents may park near the LS Main Autoline Gate, and check in with Security at the gate to enter campus and walk directly to the office. Please note that students will not be released directly from the classroom, recess, or lunch.

We appreciate your careful consideration when deciding if

forgotten items need to be dropped off for your child. While a forgotten item may cause inconvenience for your child, we encourage you to view it as an opportunity for growth and resilience. If absolutely necessary, parents need to bring items to the Lower School Office. Note that items may not be delivered immediately to students.

LUNCH

Lunch in the Lower School will be picnic style, with students eating outside. Students will have the option of buying a type A lunch or bringing home lunch. Snack bars will not be available for students in kindergarten through 6th grade. Each morning, students in kindergarten through 6th grade will notify their teacher if they intend to purchase school lunch.

- » For birthdays or special occasions, we ask that families adhere to the following guidelines:
- » All items must be dropped off with the student at morning Autoline. The student should carry the items to their classroom at that time.
- » Items cannot be dropped off during the day or after school.
- » Non-perishable items only; refrigerators and freezers are not available.
- » Email teachers at least two days prior to bringing the items.
- » Teachers will determine the most appropriate time during the day to pass the items out to the class.
- » Instead of bringing food, consider the library book program in place of food/gifts (see below).
- » Parents/guardians of children in kindergarten through grade three should communicate with the homeroom teacher regarding visiting the classroom during the special occasion. As with all school day visitors, a visitor badge must be obtained from the Lower School Office upon arrival, worn for the duration of the visit, and returned before leaving the campus.

LOWER SCHOOL LIBRARY

Librarians work in partnership with classroom teachers to teach information retrieval, explore interdisciplinary units and encourage the love of reading. Reference assistance is provided individually as well as in regularly scheduled classes. The Lower School Library welcomes donations through its Birthday Book program, which expands the Lower School Library collection of more than 14,000 books, magazines, and audiovisual resources.

Students may visit the Library during Library Class time or when sent by a teacher. They may also visit before school (when an adult is present), during recess times, and after school until 3:10 p.m. Students will return items in the book return near the Library's main entrance.

Students will be encouraged to make use of digital library resources. Books, both digital and physical, may be placed on hold via the Destiny Discover website and hold papers provided in the Lower School Library.

SUPPLIES

Lower School students should be sent to school daily with a backpack, reusable water bottle, snack, and lunch (unless ordering lunch from the cafeteria). All items, including clothing, must be labeled with student's first and last names.

The Lower School Lost and Found is located in the Library hallway. At the end of each month, all items are donated. Please have your child check there for lost items.

AFTER SCHOOL PROGRAMS

After School Programs (ASP), which include After School Care (ASC), will be offered for 'Iolani students. Fall Semester dates are August 22, 2023 - January 10, 2024; fall registration begins August 1. Spring Semester dates are January 16, 2024 - May 29, 2024; spring registration begins November 30. ASC activities include arts and crafts, staff-led indoor and outdoor games, and storytelling. ASC is offered from the end of the school day to 5:30 p.m. on full-school days. No care is provided on holidays, vacations, early-dismissal days, or other school days off. Should 'Iolani School announce additional days off or early-dismissal days, ASC will not be provided on those days.

Daily drop-in services are available. Information regarding registering for the semester or using daily drop-in services can be found on the After School Programs page.

All kindergarten through third-grade students not picked up by 2:45 p.m. and fourth- through sixth-grade students not picked up by 3:15 p.m. will be automatically enrolled in After School Care daily drop-in services at that time and will stay with After School Care until they are picked up (see information below). The daily drop-in fee will be assessed and billed to families at the end of each month.

Please see the After School Programs catalogue, handbook, and registration information on the website.

DAILY REGULATIONS

School should be a place of exploration, inquiry, excitement, collaboration, socialization, and learning. To make 'Iolani's school environment a place where all feel welcome and safe, the following expectations are in place to guide Lower School students:

- » Students are expected to be mindful of one another; respect their teachers, classmates, and visitors; and make good choices at all times.
- » In the interest of safety, students are expected to be considerate of themselves, others, property, and the campus at all times.
- » Personal items should not be brought to school, including but not limited to toys, games, and electronics.
- » Mobile devices and other forms of technology are to be used at appropriate times and for appropriate means. Personal devices, including smartwatches, must either not be brought

to school or be turned off and stored in their bags during the school day as well as before school and in After School Programs. For more detailed information, please refer to the Use of Electronic Devices handbook section as well as the iPad agreement, which is sent home with students at the start of the school year.

- » Students in 4th through 6th grade are expected to stand when an adult visitor enters the classroom.

Any form of misbehavior will be subject to disciplinary action if, in the determination of the Dean and Associate Dean, such behavior fails to respect the human or property rights of others or disrupts the educational process. Corrective action for infractions shall be appropriately handled by the Deans of Lower School. This may include, but not be limited to, detention, loss of privileges, suspension, letters of concern, disciplinary probation, and/or separation from the school.

In general, these rules apply to school hours within the school day. However, students identified for misconduct off campus during school hours are subject to the same rules and corrective measures governing misconduct on campus. These rules also apply to all school functions, including school-sanctioned trips, regardless of the hour or day.

In certain instances, there may be misconduct off campus not occurring during school hours that places into question whether the student should be allowed to remain in school. In those instances, the school reserves the right to take whatever action it deems necessary, including, but not limited to, separation from the school.

Please see the Student Rules Section of this handbook for additional information.

DRESS STANDARDS

- » Appropriate attire includes: aloha, sport, dress, polo or T-shirts. Trousers, slacks, shorts, skirts, or dresses.
- » Inappropriate attire includes swimwear, tank tops, plain white T-shirts, or clothing with inappropriate images or language. Similarly, extreme styles and revealing clothing, such as bare midriff apparel and short shorts, are inappropriate.
- » Students are expected to wear footwear outside of their classroom. Students must wear shoes and socks or sandals with backstraps. Slippers and sandals without backstraps are not permitted. Appropriate footwear is mandatory for field trips.
- » Hair should be neat and clean. Any coloring or bleaching of the hair must be in the natural range of hair color. Hats or other headgear should not be worn other than in outdoor spaces and for sun protection.
- » Students must wear Physical Education (PE) uniforms and sneakers on PE days. 'Iolani-related T-shirts are permissible. 'Iolani issues one PE uniform to each student at the beginning of the school year. Additional PE uniforms are available in the Campus Store.

Lower School Daily Schedule

LOWER SCHOOL

Daily Schedule

TIME	
7:35 a.m. 7:40 a.m.	Report to Homeroom Tardy Bell
7:40-8:10 a.m.	Homeroom/Chapel (<i>Chapel starts at 7:45 a.m.</i>)
8:50-9:10 a.m. 9:10-9:30 a.m. 10:10-10:30 a.m.	Kindergarten Morning Recess Grades 1-3 Morning Recess Grades 4-6 Morning Recess
11:05 a.m. 11:30-11:50 a.m.	Grades K-3 Lunch Grades K-3 Recess
11:30 a.m. 11:50 a.m.-12:10 p.m.	Grades 4-6 Lunch Grades 4-6 Recess
2:15-2:45 p.m.	*Grs. K-3 Autoline Pick-Up/Students enrolled in ASC meet supervisors at Autoline
2:45-3:15 p.m.	*Grs. 4-6 Autoline Pick-Up/Students enrolled in ASC meet supervisors at Autoline

**Students not picked up by the end of the pick-up period will be escorted to the Lower School Office to call parents.*

For attendance matters, parents should call the Lower School Office at 808-943-2227.

REV. 8/12/21

Upper School



SCHEDULE

The Upper School day begins at 7:40 a.m. starting with homeroom advisory, and ends at 3:00 p.m. Lunch is from 12:15 p.m. to 1:00 p.m.

STUDENT PARKING

Students may use the parking stalls on Lā'au Street along the back side of the school on a first-come, first-served basis. The Lā'au corner lot will be available to seniors after applications and a lottery at the end of the first week of school.

Upper School Schedule

BELL SCHEDULES

A-F BASIC SCHEDULES

TIME	A	B	C	D	TIME	E	F	ALTE	ALTF
7:40-8:10	Homeroom/ Chapel	Homeroom/ Chapel	Homeroom/ Chapel	Homeroom/ Chapel	7:40-8:10	Homeroom/ Chapel	Homeroom/ Chapel	Homeroom/ Chapel	Homeroom/ Chapel
8:15-9:10	1	7	5	3	8:15-9:25	1	5	3	7
9:15-10:10	2	8	6	4	9:30-10:40	2	6	4	8
10:10-10:20	Break	Break	Break	Break	10:45-11:40	Meeting	Meeting	Meeting	Meeting
10:20-11:15	3	1	7	5	11:45-12:30	Lunch	Lunch	Lunch	Lunch
11:20-12:15	4	2	8	6	12:35-1:45	3	7	1	5
12:15-1:00	Lunch	Lunch	Lunch	Lunch	1:50-3:00	4	8	2	6
1:05-2:00	5	3	1	7					
2:05-3:00	6	4	2	8					

ASSEMBLY SCHEDULES

TIME	E1	F1	TIME	E2	F2	TIME	E3	F3
7:40-7:45	Homeroom	Homeroom	7:40-8:10	Homeroom/ Chapel	Homeroom/ Chapel	7:40-8:10	Homeroom/ Chapel	Homeroom/ Chapel
7:50-8:35	Chapel/ Assembly	Chapel/ Assembly	8:15-9:25	1	5	8:15-9:25	1	5
8:40-9:50	1	5	9:30-10:40	2	6	9:30-10:40	2	6
9:55-11:05	2	6	10:45-11:30	Assembly	Assembly	10:45-11:55	3	7
11:05-11:40	Meeting	Meeting	11:30-12:30	Meeting/ Lunch	Meeting/ Lunch	11:55-12:55	Meeting/ Lunch	Meeting/ Lunch
11:45-12:30	Lunch	Lunch	12:35-1:45	3	7	1:00-2:10	4	8
12:35-1:45	3	7	1:50-3:00	4	8	2:15-3:00	Assembly	Assembly
1:50-3:00	4	8						

ATHLETICS

An important aspect of 'Iolani School is the One Team philosophy pioneered by the late Father Kenneth A. Bray, who served as 'Iolani's first athletic director from the 1930s through the 1950s. It was also perpetuated by the late Edward K. Hamada, who succeeded Father Bray as athletic director and head football coach. 'Iolani One Team is the philosophical foundation of not only the athletic department but of the entire school community.

'Iolani Athletics oversees more than 100 boys and girls teams at the varsity, junior varsity, and intermediate levels; 300 head and assistant coaches; and hundreds of student-athletes involved in 1,100 competitive events during the school year. The school's athletic facilities include a stadium, football field and track, baseball field, soccer field, Olympic-size swimming pool, tennis courts, two gymnasiums, judo and wrestling rooms, weight and training rooms, and equipment rooms.

'Iolani is a member of the Interscholastic League of Honolulu (ILH). All participants are expected to fulfill all academic requirements, always display good sportsmanship, and follow the program set forth by their coach and the athletic department. Students who do not complete their commitment to a given sport will not receive a letter or participation credit for that sport.

All students participating in interscholastic athletics are required to have an annual medical examination and medical insurance.

Forms required to be completed by the student's physician are:

- » 'Iolani School Health Form (Physical form)
- » Immunization Record

Documents requiring a parent/guardian electronic signature are:

- » Consent for Medical Treatment, Medical Disclosure Statement, and Athletic Participation Waiver: This is an electronically signed document indicating that parents/guardians have read and understand the provided document and give parental consent.
- » Consent Form for Off-Campus Activities, Internet Use, Use of Student's Likeness and Voice, Photographic Consent, Notice for Directory Information: This is an electronically signed document.
- » Concussion Awareness Education Program: This is an electronically signed form that must be signed by all parents/guardians. An e-signature indicates that they have reviewed the concussion information provided in the document.

- » Over-the-Counter Medication Consent: This form is required for all students. Medications will not be administered without parental consent.
- » (Upper School-only) ImPACT Concussion Management Program Consent Form: If students plan to participate in a high-risk-for-concussion sport (e.g., football, cheerleading, volleyball, water polo, basketball, wrestling, soccer, baseball, softball or judo), parents/guardians are asked to answer "yes" to the conditional question. A "yes" response will direct them to a consent form for review and an electronic signature.

ELIGIBILITY

Academic eligibility at 'Iolani School is determined on a quarterly basis. A student failing any course or any quarter of a course is rendered ineligible for the first half of the next quarter. Fourth quarter failures carry over to the first quarter of the following school year unless the failed course is passed in summer school. Not all courses are offered in summer school. English courses, for example, cannot be repeated for credit in the summer. Courses taken at other schools must have advance approval from the Dean of Upper School or Dean of Studies before a grade or credit will be granted by 'Iolani School.

A student who is declared academically ineligible may not practice, rehearse or participate in any way in any extracurricular activity for the entire term of ineligibility. At the mid-quarter evaluation period, an ineligible student must earn passing grades in all courses to regain eligibility for the remainder of the quarter.

Any student who either transfers from one ILH school to another or repeats a grade is subject to special eligibility rules. Families of students in either of these situations should call the 'Iolani School Athletic Office as soon as possible and speak with an athletic director.

GIRLS

VARSITY (9-12)

Basketball (Nov. – Feb.)
Bowling (Aug. – Nov.)
Cheerleading (Aug. – Feb.)
Cross-Country (Aug. – Nov.)
Golf (Feb. – May)
Judo (Feb. – May)
Kayaking (Aug. – Nov.)
Paddling (Nov. – Feb.)
Sailing (Feb. – Apr.)
Soccer (Nov. – Feb.)
Softball (Feb. – May)
Swimming/Diving (Nov. – Feb.)
Tennis (Feb. – May)
Track (Feb. – May)
Volleyball (Aug. – Nov.)
Water Polo (Feb. – May)
Wrestling (Nov. – Mar.)

JUNIOR VARSITY (9-11)

Basketball
Bowling
Cheerleading
Cross-Country
Golf
Judo
Kayaking
Paddling
Sailing
Soccer
Softball
Swimming /Diving
Tennis (Aug. – Nov.)
Track
Volleyball
Wrestling

INTERMEDIATE (7-9)

Basketball
Cheerleading
Cross-Country
Golf
Judo
Soccer
Softball
Swimming/Diving
Tennis (Nov. – Feb.)
Track
Volleyball
Water Polo
Wrestling

BOYS

VARSITY (9-12) *except football*

Baseball (Feb. – May)
Basketball (Nov. – Feb.)
Bowling (Aug. – Nov.)
Cross-Country (Aug. – Nov.)
Football (Aug. – Nov.)
Golf (Feb. – May)
Judo (Feb. – May)
Kayaking (Aug. – Nov.)
Paddling (Nov. – Feb.)
Sailing (Feb. – Apr.)
Soccer (Nov. – Feb.)
Swimming/Diving (Nov. – Feb.)
Tennis (Feb. – May)
Track (Feb. – May)
Volleyball (Feb. – May)
Water Polo (Aug. – Nov.)
Wrestling (Nov. – Mar.)

JUNIOR VARSITY (9-11)

Baseball
Basketball
Bowling
Cross-Country
Golf
Judo
Kayaking
Paddling
Soccer
Swimming /Diving
Tennis (Aug. – Nov.)
Track
Volleyball

INTERMEDIATE (7-9)

Baseball
Basketball
Cross-Country
Football
Golf
Judo
Soccer
Swimming/Diving
Tennis (Nov. – Feb.)
Track
Volleyball
Water Polo
Wrestling

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an integral part of the 'Iolani School experience. Students are encouraged to participate in a variety of activities and are offered a diverse range of opportunities. Extracurricular activities are coordinated through the Student Activities Office. These activities are organized and sponsored in four categories: (1) clubs and organizations, (2) Student Council activities, (3) class activities by grade levels, and (4) community service.

CLUBS AND ORGANIZATIONS: There are more than 75 clubs and organizations of various types and interests at 'Iolani. Each organization has a faculty advisor who consults with the Co-Directors of Student Activities for the use of facilities, scheduling on the school calendar, and other logistics.

Meetings are scheduled approximately once a quarter, with clubs that are more active meeting more frequently. Student officers and advisors plan various activities. Some of these events are exclusive to club members, while others are open to the larger student body. Students have opportunities throughout the school year to start a club based on their interests and passions.

Examples of 'Iolani's more active clubs include language honor societies and clubs, cultural clubs, student literary publications, acolytes, Interact, "I" Club, Key Club, Leo Club, Chess Club, Gay-Straight Alliance, Speech and Debate, Math Team, Science Bowl, Science Olympiad, Robotics, 'Iolani Dramatic Players, Student Peace Institute, SyFy-Fantasy Club, Psychology, Ping Pong and Young Democrats.

Student Council activities are planned by the three elected Proconsuls with the appointed committee chairs. Committee chairs are selected by the Proconsuls each spring from the applications of interested students. All Student Council activities are under the supervision of the Student Council Advisers (Co-Directors of Student Activities).

Student Council activities include Homecoming, Spirit Days, Variety Show, Big Brother/Sister, Lower School Relations, May Day, and Faculty Relations.

CLASS ACTIVITIES (BY GRADE LEVEL): Class activities are planned by the elected class officers with the appointed committee chairs. Committee chairs are selected by the class officers and class advisers. Each class has faculty/staff, and class advisers. Class advisers report to the Co-Directors of Student Activities and the Dean of Students. Grade levels are only allowed to plan the following non-school-hour events:

- » **GRADE 7** — Class Day, community service projects, 'Iolani Fair, first- and second-semester dance/activity (not to exceed \$10 per person, held on-campus, open to class members only, ending no later than 8:30 p.m.)
- » **GRADE 8** — Class Day, community service projects, 'Iolani Fair, first- and second-semester dance/activity (not to exceed \$10 per person, held on-campus, open to class members only, ending no later than 8:30 p.m.)
- » **GRADE 9** — Class Day, community service projects, Frosh Sleepover, 'Iolani Fair, end-of-the-year dance/activity (not to exceed \$25 per person, held on-campus, open to class members only, no flowers, no photographer, no favors, aloha attire, ending no later than 9:30 p.m.)
- » **GRADE 10** — Class Day, community service projects, first-semester activity, 'Iolani Fair, Sophomore Banquet (not to exceed \$65 per 'Iolani 10th grader, held off-campus, semi-formal attire, no flowers, ending no later than 9:30 p.m.)
- » **GRADE 11** — Class Day, community service projects, on-campus and off-campus first-semester activity, Ring Distribution, 'Iolani Fair, Junior Prom (not to exceed \$75 per 'Iolani 11th grader, held off-campus, formal attire, ending no later than 10:00 p.m.)
- » **GRADE 12** — Class Day, community service projects, 'Iolani Fair, Senior Trip, Senior Lū'au, Senior Prom (not to exceed \$85 per 'Iolani 12th grader, formal attire, ending no later than 10:00 p.m.), Baccalaureate, Project Graduation (all-night graduation party)

Any non-school-hour grade events other than those listed above must be approved by the Co-Directors of Student Activities and Dean of Students.



COLLEGE COUNSELING

Tolani School's College Counseling Program is founded on the belief that the college admissions process is a match to be made as opposed to a prize to be won. The program's focus is on helping students realize their potential while finding the best fit among many fine institutions of higher education. Students begin working in earnest with their college counselor in their junior year, but exposure to the College Counseling Office and process happens in the ninth grade. Though the most important part of the college application procedure is a student's high school record, standardized tests have historically also played a significant role. Though many colleges now utilize test-optional admissions, students are still encouraged to prepare for and take the SAT and/or ACT. Students follow the testing sequence listed below during their junior year:

October: Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

November and/or March: College Board SAT Reasoning

April: The ACT Examination

During their senior year, students may repeat some of these tests to improve their scores.

Post-secondary counseling begins in grade nine with an exploration of careers and colleges, as well as an introduction to the college application process. Students in 9th and 10th grade are offered exploratory sessions on college athletics, STEM majors,

and arts opportunities. In 11th grade, students are exposed to career options through presentations and online career and major exploration tools. The College Counseling Office utilizes SCOIR®, an online college planning portal.

During the second half of their junior year, students have weekly class meetings with their college counselor. Each student also meets with his or her counselor twice individually and prepares a self-evaluation in preparation for specific college planning. The college counselor guides students in their research and decision-making while encouraging them to use the many resources available in the College Counseling Office. Group sessions are also held to study the various steps within the college application process and to learn more about possible schools and majors. Families may choose to have a conference in the spring of their junior year. The college counselors also conduct college essay and application workshops during the summer prior to the student's senior year.

Specialized counseling continues during the first semester of a student's senior year. Regular group meetings are held from September through January. Individual and family conferences in September, October, and November are held to finalize the college application list and guide students toward appropriate institutions.

Applications to selective colleges and universities are usually due by January 1 or 15. Early applications to highly selective schools — as well as to several of the large, competitive state universities — should be filed in October or November. Although college application deadlines run into the spring, students are strongly encouraged to file early. All requests for transcripts and the filing of secondary school recommendation forms should be done through the College Counseling Office at least two weeks in advance of individual college deadlines.

Upper School continued

100% of students receiving an 'Iolani diploma have been accepted to four-year colleges. 'Iolani graduates currently attend a wide variety of colleges, which include the following:

American University	Harvey Mudd College	Swarthmore College
Amherst College	Haverford College	Syracuse University
Arizona State University	Indiana University	Texas A&M University
Auburn University	Johns Hopkins University	Texas Christian University
Bard College	Keio University	Tufts University
Barnard College	Lafayette College	Tulane University of Louisiana
Baylor University	Lawrence University	United States Air Force Academy
Berklee College of Music	Lehigh University	United States Military Academy at West Point
Boston College	Lewis & Clark College	United States Naval Academy
Boston University	Loyola Marymount University	University of Arizona
Bowdoin College	Loyola University Chicago	University of British Columbia
Brandeis University	Macalester College	University of California, Berkeley
Brigham Young University	Marist College	University of California, Davis
Brown University	Massachusetts Institute of Technology	University of California, Irvine
Bryn Mawr College	McGill University	University of California, Los Angeles
Butler University	Michigan State University	University of California, San Diego
Cal Poly San Luis Obispo	Middlebury College	University of Chicago
California Institute of Technology	New York University	University of Denver
California State University, Maritime Academy	Northeastern University	University of Edinburgh
Carleton College	Northwestern University	University of Hawaii at Hilo
Carnegie Mellon University	Oberlin College	University of Hawaii at Manoa
Case Western Reserve University	Occidental College	University of Illinois at Urbana-Champaign
Chapman University	Oregon State University	University of Michigan
Claremont McKenna College	Pacific Lutheran University	University of Nevada, Las Vegas
Clemson University	Pacific University	University of Notre Dame
Colorado College	Pepperdine University	University of Oregon
Colorado State University	Pitzer College	University of Pennsylvania
Cooper Union	Pomona College	University of Portland
Cornell University	Princeton University	University of Puget Sound
Creighton University	Purdue University	University of Rochester
Davidson College	Reed College	University of San Diego
Denison University	Rensselaer Polytechnic Institute	University of San Francisco
Duke University	Rhode Island School of Design	University of Southern California
Embry-Riddle Aeronautical University	Rice University	University of the Pacific
Emerson College	Rochester Institute of Technology	University of Toronto
Emory University	San Diego State University	University of Utah
Fordham University	Santa Clara University	University of Washington
George Washington University	Sarah Lawrence College	Vanderbilt University
Georgetown University	Scripps College	Vassar College
Georgia Institute of Technology	Seattle Pacific University	Washington University in St. Louis
Gettysburg College	Seattle University	Wellesley College
Gonzaga University	Skidmore College	Whitman College
Grinnell College	Smith College	Willamette University
Harvard University	Southern Methodist University	Williams College
	Stanford University	Yale University

For more information, please visit www.iolani.org/academics/college-counseling.



THE TSUZUKI GROUP LIBRARY

The Tsuzuki Group Library is located on the second floor of the Sullivan Center for Innovation and Leadership. The Library's mission is to enrich the intellectual life of students by providing a warm, nurturing environment with 21st-century resources and technology. The Library has four objectives: to cultivate innovation, citizenship, communication, and discovery. Our goal is to create independent researchers who will be able to apply the skills learned in the library to the next level of education and beyond.

Hours:

- » Monday through Thursday, 6:30 a.m. to 9:30 p.m.
- » Friday, 6:30 a.m. to 6:00 p.m.
- » Sunday, 7:30 p.m. to 9:30 p.m.
- » Closed Saturdays/Holidays

Resources:

- » Collection – 23,000 books, more than 100 magazines and newspapers, databases, and audiovisual resources.
- » Equipment – color printer, black-and-white printer, photocopy machine, and computers with internet access.
- » Online Resources – 'Iolani School's online catalog, databases, and ebooks are available through the library homepage (<https://iolani-uslib.github.io/>). Ebooks, as well as full-text articles from journals, magazines, and newspapers, are also accessible from off-campus. The user IDs and passwords for off-campus access can be obtained from the librarians.
- » Collaboration Centers – Teachers may use these rooms for research-based assignments.

CONDUCT IN THE LIBRARY

- » Eating or drinking is not permitted in the Library. Water in covered containers is allowed.
- » The Library has areas for quiet study as well as collaboration. Please be respectful of your fellow students.

CIRCULATION POLICY

Library materials are the property of 'Iolani School and are to be utilized by students, faculty, staff, and administrators. Materials must be returned on time to be available for all to use and enjoy.

BORROWING PERIOD

- » Books, pamphlets, and magazines — three weeks
- » Reference — Library use only

FINES

The library does not charge fines. However, students with overdue materials will be restricted from borrowing materials. Items more than 90 days overdue will be considered lost, and replacement charges apply.

Delinquent accounts will be turned over to the counselors or the Dean of Students. All library materials must be returned by the deadline printed in the school calendar and Daily Bulletin. Students who have not cleared their accounts will not be permitted to take their final exams until their materials are returned.

LOST ITEMS

The library charges for lost or damaged books. Replacement charges will be a flat fee based on the type of material.

Lost book charges that are not paid in a timely manner will be billed to the student's tuition account. Payments will be refunded if the lost material is returned in satisfactory condition.

One-to-One iPad Program

‘IOLANI SCHOOL is committed to equipping students with the knowledge, skills, and tools future-oriented educational outcomes require. In this context, the school has instituted a One-to-One iPad Program with a plan to replace student devices on a four-year rotation.

Hardware provided for the 2023-24 school year by grade level is as follows:

Grades K–2	iPad Air (9th Gen)
Grades 3–6	iPad Air (9th Gen) with keyboard
Grades 7–12	iPad Pro 12.9” (5th Gen) with keyboard

In addition, ‘Iolani School provides a number of educational and productivity apps for iPads. For details on technology at ‘Iolani, visit www.iolani.org/school/parents/technology.

For more information, contact the Information Technology Services (ITS) Department at helpdesk@iolani.org.

Student Rules

BEHAVIOR

A school is a community. All who work within that community are expected to conduct themselves in an appropriate manner, to observe both the law of our land and the code of behavior the school sets forth, to respect the rights of others, and thereby to maintain the best possible atmosphere for learning. Attending 'Iolani School as a student is a privilege, not a right. Students must abide by the rules set forth herein. Behavior that disrupts the educational process or fails to respect the human or property rights of others is unacceptable.

The Head of School, acting upon the recommendation of the teachers, counselors, and Deans, may dismiss a student from 'Iolani for academic or disciplinary reasons at any time when, in the opinion of the teachers, counselors, and administrators, continued study at 'Iolani is not in the school's or student's best interest.

The following constitute some specific forms of unacceptable behavior:

- » Academic dishonesty such as cheating, copying homework, giving one's work to others, and plagiarism
- » Assault or fighting
- » Attendance — being off campus or missing a class, chapel, or assembly without permission from the school
- » Disrespect of the human or property rights of others
- » Disrespect toward an adult or another student
- » Drugs and alcohol — promotion, possession, use and/or being under the influence of alcohol, tobacco, e-cigarettes, vaporizers, or drugs at school or school functions; drugs include marijuana, cocaine, any other illegal drug, or any legal drug judged by the Dean of Students and the Head of School to be used abusively
- » Electronic Misconduct — unauthorized hacking of any electronic device (including, but not limited to, computers, cell phones, iPods, laptops and tablets); causing an electronic device or computer system to become inoperable; downloading or sending profane, obscene language and other sexual or objectionable materials; or promoting, posting, or sending derogatory, harassing, or hate messages on the computer or any electronic device
- » Fireworks — the possession or use of fireworks or other dangerous items
- » Gambling
- » Harassment — unwelcome physical, verbal, written or electronic action that undermines the personal rights of another individual, including bullying, hazing, and sexual misconduct
- » Lying
- » Sexual activities — involvement in inappropriate physical, verbal or electronic sexual activities
- » Theft
- » Vandalism, including graffiti

Other forms of misbehavior not specifically described above will be subject to the same corrective action if, in the determination of

the Dean, such behavior fails to respect human or property rights of others or disrupts the educational process.

In general, these rules apply to school hours within the school day. However, students identified for misconduct off campus during school hours are subject to the same rules and corrective measures that govern misconduct on campus. These rules also apply to all school functions, on or off campus, including school-sanctioned trips, regardless of the hour or day.

Misconduct off campus and/or outside school hours may call into question a student's right to remain in school. In those instances, the school reserves the right to take whatever action it deems necessary, including, but not limited to, expulsion.

PROCESS

A student who violates the rules of behavior will be referred to the Dean of Students, Associate Dean of Students, or the Dean of the Lower School. The Dean will examine and discuss the charges with the student and investigate if deemed necessary. Investigations of possible infractions can be disruptive to the educational process. A thorough investigation is eventually completed as expeditiously as possible, involving as few persons as possible either within or outside of the school. During any investigation, the Dean may take measures to keep students apart from one another while they are on campus. If an accused student chooses not to cooperate with the school's investigation into a violation of the rules of behavior, he or she may be placed on suspension pending the findings of the investigation.

If it is determined by the Dean that an infraction has taken place, he or she will counsel the student and determine the corrective action, if any, to be taken. Surrounding circumstances, expectations, relationships, and the age of the student involved are all factors to be weighed in any disciplinary action. In cases of expulsion, the Dean will consult with the Head of School.

HEARING

Students' explanations of their conduct before the Dean of Students or Dean of Lower School constitute a hearing.

CORRECTIVE ACTION

Corrective action for infractions shall be appropriately handled by the Dean of Students or the Dean of the Lower School. This may include, but not be limited to, detention, loss of privileges, required study hall, disciplinary probation, and dismissal. For all forms of unacceptable behavior, students found to have committed infractions may be dismissed immediately. Second chances will be given only at the discretion of the Dean or the Head of School. However, for drug, alcohol, and tobacco offenses; or for flagrant disregard for the human and property rights of others, such as theft, assault, and computer abuse, and inappropriate sexual activities, students could be expelled immediately, barring unusual or mitigating circumstances.

A student who is dismissed for disciplinary reasons is not permitted on campus, nor may that student attend 'Iolani functions (such as proms and school dances) without permission from the Head of School or Dean of Students.

APPEAL

Appeals may be made only to the Head of School, who is the final authority in all disciplinary cases. Youth in this community will grow and function well where rules are stated clearly and enforced consistently. Teachers and students will perform better in an environment that is conducive to teaching and learning.

PROBATION

A student on academic or disciplinary probation may not hold elective office (including Senior Prefects), serve as a member of prom or May Day courts, or receive school-sponsored academic, athletic, or service awards. In addition, all students on probation will be placed in required study hall.

» ACADEMIC HONESTY

Students must maintain academic honesty in every aspect of their academic work.

In preparing for schoolwork, asking for help is possible and even desirable at times from a parent, friend, teacher, or librarian. The goal of an assignment, however, is not only to find the right answer but also to understand the problem.

Copying assignments or giving another person a copy of one's work, whether in paper form or electronic, is academic dishonesty. Academic deception to gain an unfair advantage, including, but not limited to, digital academic applications and online services (such as the Photomath app or Pinetools), also constitutes academic dishonesty.

Plagiarism (taking someone else's work or idea and offering it as one's own) is academic dishonesty. Examples include copying someone else's work word-for-word, paraphrasing, borrowing ideas, and putting them in different words. Cutting and pasting material found on the internet is another common example of plagiarism.

Quizzes and examinations test a student's independent knowledge of a subject. No unauthorized help from any source may be used or be available to a student during a quiz or examination, regardless of the intent to use that source. All electronic devices must be properly stowed and should not be on one's person during a quiz or examination. Giving aid to another student before, during, or after a quiz or examination or turning in for credit work previously submitted for a class are also forms of academic dishonesty.

HARASSMENT POLICY

ʻIolani School is committed to providing an environment conducive to learning and fostering mutual respect and sensitivity among all members of our school community. Harassment or any activity that interferes with this environment and/or undermines personal rights will not be tolerated. Harassment includes but is not limited to, any unwelcome physical, verbal, written, or electronic action that undermines the personal rights of another individual.

ʻIolani School endorses and will enforce the right of everyone to participate fully in student life at the school without harassment. To that end, all members of the ʻIolani School community are expected to respect the rights and sensitivities of others at all times and exercise sound judgment in doing so. Violators of this policy shall be subject to disciplinary action, which may include expulsion.

» SEXUAL MISCONDUCT POLICY

DEFINITIONS

Sexual misconduct includes both sexual assault and sexual harassment.

"Sexual assault" means any criminal sexual offense recognized by Hawai'i law, including unwanted touching or grabbing of sexual parts.

"Sexual harassment" is a specific type of prohibited conduct defined as behavior involving a single instance or repeated instances of unwanted sexual advances or other unwanted or offensive visual, verbal, or physical conduct of a sexual nature or based on sex or gender that unreasonably interferes with a student's opportunity to receive an equal education. Examples include, but are not limited to, unwelcome sexual contact or advances; pressure for sexual activity; obscene or suggestive remarks or jokes; verbal or written insults or abuse of a sexual nature; display of sexually explicit materials; spreading sexual rumors; flashing or mooning; and/or other conduct of a sexual nature which has the purpose or effect of:

1. Causing the recipient to feel discomfort or humiliation
2. Interfering with the recipient's academic performance
3. Creating an intimidating, offensive, or hostile environment for the recipient
4. Creating a situation where academic evaluation, status, progress, or non-curricular decisions affecting the recipient depends on his or her submitting to and/or not objecting to the behavior

APPLICATION

If one feels sexually harassed, he/she should do the following:

- » Let the offending person(s) know that the conduct is offensive and that the behavior must stop, unless doing so may put the student feeling harassed in danger.
- » Keep a record of when, where, and how the harassing conduct occurred. Include witnesses, direct quotations, actions, evidence, and any other written communication.
- » Promptly contact someone in authority (e.g., grade level counselor, faculty member, nurse, Dean, or the Head of School). Identify the offending conduct and person(s) so a thorough investigation and evaluation can be made.

REPORTING SEXUAL MISCONDUCT

If anyone knows or has reason to suspect that sexual misconduct has occurred, he/she must notify a member of the faculty or staff and provide as much information as possible about the misconduct or reasons for suspecting that misconduct has occurred. 'Iolani School values the privacy and safety of its students and will respect the wishes of any person who comes forward to report an allegation of sexual misconduct. 'Iolani School will keep such a report confidential unless disclosure is necessary to comply with the law or to ensure the safety of all students and employees of the school.

If any person comes forward in earnest to report an allegation of sexual misconduct — even if the school later determines that there is not sufficient evidence to support the allegation, or if any person honestly participates in an investigation of an allegation — any action taken in retaliation against that person is strictly prohibited and will not be tolerated. Any person found to have engaged in retaliatory actions will be subject to immediate and appropriate disciplinary action, including possible expulsion.

If the allegations include violations of other school rules, the Dean and/or Head of School shall have the discretion to grant amnesty for the transgressions of a student who comes forward to report sexual misconduct.

BULLYING AND HAZING

Bullying is repeated and unwanted aggressive behavior among students that involves a real or perceived power imbalance. Bullying includes but is not limited to, actions such as making threats, spreading rumors, or attacking someone physically or verbally.

Hazing occurs when an individual or a group of individuals uses humiliating, illegal, and/or dangerous activities to initiate new members into a club, group, or team.

'Iolani does not permit or condone bullying or hazing in any form or by any group. Bullying and hazing are detrimental to students physically and emotionally.

The school will treat each case on an individual basis. The consequences will depend on the severity of the incident, regardless of whether it occurred on campus or off campus during a school-sanctioned trip or event.

UPPER SCHOOL ATTENDANCE

'Iolani School pays close attention to attendance and expects students to observe the following procedures when they are absent or late.

UNPLANNED ABSENCES

When a student is absent from school due to illness or injury, a parent/guardian must call the infirmary at 808-943-2249 to report the absence. Absences for any other reason should be called in to the attendance office at 808-943-2207. When a student must leave school for an appointment during the

school day, the parent/guardian must either email attend@iolani.org, send a note, or call the attendance office at 808-943-2207 to explain the reason for the absence. The student must pick up an off-campus pass from the attendance window before leaving campus. Students missing part of the school day due to scheduled appointments or illness are still responsible for work due during their absence. Teachers may require students to submit work before an excused appointment. Failure to meet these requirements may result in academic penalties. In the case of illness, students should email their teachers to get any missed assignments. If the school believes a student is chronically absent, it may require the student to submit a physician's note upon returning to school.

A student who is ill and absent from homeroom should not attend school that day. If the student comes to school later in the day, they must present a physician's note indicating that he/she is well enough to attend school. Otherwise, the student will receive an unexcused absence for all missed classes and will be noted as an unexcused tardy. Students are not permitted to stay home to catch up on sleep or schoolwork and arrive later in the day. Any unexcused absence or tardy may result in academic penalties, including, but not limited to, assignments due, in-class work, quizzes, and tests. All students claiming illness and who arrive later in the day must check in by noon with a physician's note in order to participate in any extracurricular activities that day. Any student sent home ill during the day may not participate in any extracurricular activities that day. Upon return to school following an illness, students must check in at both the Main Office and the Infirmary.

A student with an excessive number of absences, as determined by school administration, may be placed on an attendance contract and disciplinary probation.

PLANNED ABSENCES

While class attendance is necessary for a productive and fulfilling curriculum, the school understands that occasions may arise when students must miss class, or a day or more of school, due to legitimate and verifiable reasons. In these cases, students must obtain permission from the school by having their parents/guardians provide a written letter explaining the reason to the Dean of Students at least one week before the start of the absence. Permission to receive an excused absence will be issued at the discretion of the school. Once permission is granted to miss class, students are required to pick up, complete, and return an excused travel absence form from the Main Office to confirm the excused absence with their teachers. Students are then responsible for making up their missed work. Teachers may require students to submit schoolwork prior to their departure or allow students to make up work upon their return. Failure to meet teacher requirements may result in academic penalties for students. The school has granted permission to be absent for these reasons: early release for athletic participation, planned appointments, family or personal trips, and school-sponsored trips.

Missing a semester or final exam, however, is a different issue. Teachers may have to rewrite tests to ensure standards for academic honesty are maintained. Proctors must also be hired for alternate final exam testing.

If a student must reschedule a semester or final exam due to a planned absence, these tests must be taken prior to the regularly scheduled exam days. Families will also be assessed proctoring fees based on the cost of proctors and the number of make-up exams taken.

Families are encouraged to review the school calendar and schedule planned absences when class and semester/final exams are not in session. Should a family still plan a trip when school is in session, they must understand that teachers will not be able to reteach all the missed lessons, and the student will need to take responsibility for that material.

TARDINESS

Students are to be in homeroom before the tardy bell rings at the beginning of the school day, regardless of their respective academic schedules. Late students are to report to the attendance window for admission slips, then report to homeroom or class and present the slip to the teacher. Students without a valid reason for tardiness will be marked unexcused. Students with more than 15 unexcused tardy slips in a school year will be placed in required study hall. Those who have committed other serious infractions may also be placed on probation.

HOLIDAYS

All school holidays are printed on the school calendar and announced by the Head of School. Senior skip day, or any unauthorized holiday planned by students, will not be sanctioned and will be treated as an unexcused absence. In such cases, parents should not write an excuse unless the child is ill.

ASSEMBLIES, CHAPEL, AND CLASSES

Students must attend grade-level and school assemblies, chapels, and all of their classes. Students who cut any of these without permission from the nurse or Dean of Students will be placed in required study hall. Students claiming illness during the school day must report to the Wellness Center if they want to be excused from an assembly, chapel, or class.

USE OF ELECTRONIC DEVICES

(For Lower School and Upper School)

Technology is an important part of the educational process, and 'Iolani School provides students with opportunities for them to use electronic devices (including iPads, desktop computers, and laptops) throughout the campus. To promote a safe, secure, and effective learning environment, the school encourages all students to use safe practices and good judgment when using such devices. It is the responsibility of all students to understand that any behavior unacceptable in person is also unacceptable when using an electronic device — whether a personal device or

a school-owned one — regardless of whether or not students are on campus.

Any student who fails to use good judgment when using an electronic device is subject to several penalties, which can include, but are not limited to, restricted device use, detention, required study hall, probation, or expulsion. The school policy regarding academic dishonesty applies to iPads and other electronic devices.

The following constitute specific misuse of electronic devices. Other forms of misuse not specifically described below will be subject to the same corrective action if, in the determination of the Dean, such behavior fails to respect human or property rights of others or disrupts the educational process.

Electronic devices used at school should not have any apps installed — unless specifically assigned by an 'Iolani teacher — that have a description listed under its rating that is deemed as inappropriate by the school. Students in doubt about an app should check with their teachers. Descriptions of apps that would be deemed inappropriate by the school include but are not limited to, phrases such as:

- » Alcohol, tobacco, or drug use or references
- » Profanity or crude humor
- » Cartoon or fantasy violence
- » Creating, sending, accessing, uploading, downloading or distributing offensive, profane, harassing, threatening, pornographic, obscene, violent or sexually explicit material, all of which are prohibited
- » Jailbreaking and unauthorized use of and/or other modifications of an 'Iolani electronic device, all of which are not permitted

RESPECT

- » Only touch another person's electronic device when invited to do so by the device's owner.
- » Only use your own account and device(s) to access only your content unless you are granted permission by the owner(s).
- » Only access areas of the network you have been given permission to access. Circumventing 'Iolani's network filter or firewall is prohibited.
- » Only record content from 'Iolani (e.g., video, photos, and audio) with the known consent of the person(s) being recorded.
- » Only post 'Iolani content to the internet with the express permission of the school.
- » Only post content about others to the internet with their permission. Also, secure permission from your parents/guardians and the parents/guardians of others involved. Keep your iPad's case on at all times and treat it with care.
- » Do not forward or send any content not directly associated with your learning (e.g., advertisements, games, and pictures). "Spamming" or stealthily following someone online ("stalking") is prohibited.
- » Do not deliberately or negligently spread viruses, malware, or spyware.
- » Do not run a business or seek to make a profit using the

school's network unless you have express permission from the school to do so.

- » Do not print anything non-school related on the school's printers.

CONSIDERATION OF OTHERS

Electronic devices (including, but not limited to, cell phones, iPods, laptops, and tablets) may be used during free periods and lunch. Earphones must be used when listening to music or videos. All electronic devices are to be turned off in the Library, classrooms, labs, study halls, and during field trips unless the student has specific same-day permission from the appropriate teacher or proctor. Electronic devices must be turned off during assemblies, school-sponsored performances, and chapel.

- » Do not post or send any message, picture, sound, and/or video that is obscene, rude, harassing, or insulting to anyone or any group.
- » Do not attack, threaten or intimidate another student via technology (or any other means).
- » Do not take up 'Iolani School network bandwidth by downloading movies, music, pictures, or by playing online games not directly connected to your learning or sanctioned by a teacher.

HONESTY

Students are expected to do their own work. iPads allow easy access to information online. Students must cite all sources and create their own content. Online sources should be referenced as instructed by teachers. Copying other people's work and submitting it as one's own work, whether intentionally or unintentionally, is morally wrong. It will be considered plagiarism and will result in a response from the school.

POLICIES FOR SCHOOL-OWNED DEVICES

If a student's iPad becomes damaged or otherwise unusable, he/she should visit the Information Technology Services Office to diagnose the problem. Do not take it to an Apple Store. 'Iolani has an internal system for repairing and maintaining school-issued iPads and devices. If a device is lost, the student should check with the Main Office or Information Technology Services to see if it has been turned in and/or use the "Find my iPad" feature by visiting iCloud.com.

- » First two repairs: \$50
- » Third repair: \$250
- » Subsequent repairs/replacements: full iPad cost (\$599)
- » Lost iPad: full iPad cost (\$599)

'Iolani's school-issued iPad is provided to students primarily to help with studies and communication with peers. As such, homework and other school-related activities take precedence over all others, including games and non-class-related work. iPads

should be kept in their cases at all times, and students should treat their school-issued iPads as they would a personally owned device. Students are expected to take proper care of their iPads, chargers, and charging cables and charge them every night. A dead battery is not an acceptable excuse for not completing an assignment.

UPPER SCHOOL DAILY REGULATIONS

- » Students in 7th-11th grade are required to be on campus until school is dismissed at 3 p.m.
- » Public display of affection is not appropriate in our school environment.
- » Students in 7th-11th grade are not allowed in the student parking areas on Lā'au Street from 7:40 a.m. to 3 p.m. Seniors are not to loiter in any of the parking lots when entering or leaving campus during the school day.
- » Students must maintain appropriate noise levels when gathering in courtyards or hallways near classrooms.
- » All books and personal belongings are to be secured in a locker or carried by each student. They are not to be left in the corridors or on the lānais of any of the buildings. Anything left unattended will be picked up and may be claimed in the Main Office. A fine of \$1 will be assessed for each infraction.
- » Gum chewing at school is prohibited.
- » Snacks and lunches may be eaten in outdoor areas of the Upper School campus except for hallways alongside classroom doors.
- » Running, jumping, and ball playing are not permitted in any classroom building.
- » Electronic devices (including, but not limited to, cell phones, laptops, and tablets) may be used during free periods and lunch. Earphones must be used when listening to music or videos. All electronic devices are to be turned off in the Library, classrooms, labs, study halls, and during field trips unless the student has specific same-day permission from the appropriate teacher or proctor. Electronic devices must be turned off during assemblies, school-sponsored performances, and chapel.
- » Students should not play with frisbees, tennis balls, footballs, basketballs, and the like on any part of the campus except on the athletic fields when they do not interfere with PE classes.
- » Students should stand when an adult enters the classroom. When spoken to by an adult, a student should reply in a clear voice referring to the person either by the last name preceded by Mr., Ms., Mrs., or Miss, or as ma'am or sir.
- » Students are welcome to use the grassy area immediately surrounding the Sun Yat-sen statue but should be aware the

Head of School's Office and other administrative offices border this area. Loud noises and horseplay are prohibited.

- » Riding skateboards and rollerblading are not permitted on campus.
- » Students may not ride in school elevators without permission from the school nurse or Dean of Students.
- » Upper School students are not to play on any Lower School courts or playground equipment during the school day or when the gates are locked.

HAROLD K.L. CASTLE BUILDING

- » Students are not allowed in the building before 7:30 a.m. or during lunch. Students with a pass from a teacher may enter at the beginning of lunch period to practice or receive help.
- » Students are not to loiter in the hallways or the foyer during lunch or before or after school.
- » Students are not to loiter behind the building.
- » Students may not eat or drink on the Castle lanai, front steps, or perimeter.

MASAO NANGAKU BUILDING

- » Students are not to loiter in front of the building or in the student drop-off area during school hours.

THE SULLIVAN CENTER FOR INNOVATION AND LEADERSHIP

- » Students are not allowed in the building before 7 a.m. or after 5 p.m. on school days.
- » The third- and fourth-floor project spaces are open to students for quiet study before school, during a free period, lunch, and after school only if there are no classes or events in the space.
- » Students must behave respectfully and clean up their space before they leave.
- » Students are not allowed in the building before or after school hours or on the weekends unless accompanied by an adult.

THE HARRY AND JEANETTE WEINBERG BUILDING, KOZUKI STADIUM, AND PARKING STRUCTURE

- » Students are not to loiter in the stairwells.
- » The parking structure is off-limits to students.
- » The warehouse is off-limits to students.
- » The second-floor balcony is off limits to students unless under the direct supervision of a teacher.

RESIDENCE HALL

- » Students visiting the dorm during residence hours (3:15-7:30 p.m.) must be the guest of a boarding student, must be

signed in with the House Faculty on duty, and are expected to follow all the residential community expectations and policies.

- » Students are not to loiter behind the building.

UPPER SCHOOL DRESS STANDARDS

How one dresses often depends on individual taste, economic situation, and/or family, social, religious, or cultural norms. Dress can be viewed as a means for personal expression allowing a student to explore and define their own individuality.

However, certain basic dress standards must be followed to maintain a positive and productive environment providing a focused atmosphere conducive to teaching and learning.

With enrollment in 'Iolani School, students, and parents agree to accept and support the dress code, which reflects the standards of the school. The dress code focuses on attire and appearance that is neat and clean. Students arriving at school improperly dressed will be asked to change their clothing to conform to the dress standards of 'Iolani. Any absence from class while a student is waiting for a change of clothes is considered unexcused and may result in academic penalties. Failure to comply with these dress standards will also result in disciplinary action, including required study hall or probation for more than three violations in one school year.

While the dress code includes some gender-specific expectations, the School recognizes that not all students express their gender in line with their biological sex and thus supports any student's expression of gender within the spirit of the dress code. It is important that students genuinely adhere to this expectation.

GIRLS

Appropriate tops must cover the midriff (even when arms are lifted), back, and shoulder areas (from armpit to armpit), except for women's dress tops, which may have straps at least three fingers wide. Tops worn under an open jacket or sweater must be in the dress code. Hoods on sweaters and jackets must be removed while indoors.

Appropriate pants, shorts, skirts, or dresses should reach the mid-thigh area in length.

BOYS

Appropriate tops for boys are shirts with a collar. Tops worn under an open jacket or sweater must be in the dress code.

Appropriate bottoms include walking shorts, slacks, or jeans, and it should reach the mid-thigh area.

ALL

Inappropriate tops include tank tops, spaghetti strap tops, low-cut tops (identified as those where the neckline descends below armpit level), see-through clothing, sleeveless attire, and t-shirts. The only exception is 'Iolani-branded t-shirts, which are permitted on Raider Fridays. Moreover, all attire must not contain any form of inappropriate language, imagery, or advertisements.

Inappropriate pants include basketball, soccer, or running shorts, team uniforms not in the dress code, leggings/tights, beach attire, and sleepwear (like pajamas and sweatpants). Clothing should not be tattered or frayed.

Hair should be neatly trimmed. Any coloring or bleaching of hair must be in the natural range of hair color. Hats or other headgear should not be worn other than hooded sweatshirts or jackets in outdoor spaces.

Inappropriate footwear include: athletic or casual slides like jandals, beach slippers, and bedroom slippers.

SLIPPER PASSES

Any student requesting a slipper pass for the school day must obtain a note from the school nurse. The note must then be presented to the Attendance Office for a slipper pass BEFORE 7:40 a.m. All passes received after that will be unexcused and result in detention. A student with a slipper pass is not eligible for participation in PE or athletics for the date(s) of the slipper pass.

STUDY HALLS

Students receive seating assignments during the first week and are to take their assigned seats upon attending study hall.

Attendance will be taken as students will be required to check in to their respective study hall location(s).

Proctors will announce additional expectations and procedures.

EXCUSE FROM STUDY HALL

Students may not be excused from study hall until attendance-taking has been completed. A student may be excused from study hall by:

- » Presenting the study hall teacher with a written excuse, signed by a teacher or administrator
- » Receiving a call slip from the office
- » Obtaining special permission from the study hall teacher

SIGNING OUT OF STUDY HALL

Students excused from study hall should sign out with the study hall teacher, indicating the time of departure and destination.

Students with written excuses for the entire period must leave their excuses with the study hall teacher at the time they sign out. Students with written excuses for only part of the period, and those who receive call slips from the office, must take the excuse or call slip with them so the person to whom they report can fill

in the bottom portion of the excuse and sign it or make a similar notation on the call slip and sign it.

Students excused to use the Library must sign out and leave their excuses with the study hall teacher. They should then take Library admittance forms from the study hall teacher along with them and present them to the library proctor.

Students excused from study hall for only part of the period must sign in again with the study hall teacher before the end of the period, indicate the time of their return on the sign-out forms, and turn in their excuses to the study hall teacher.

CANCELED CLASSES

Should a teacher be late to class, the class is not automatically canceled. One student should check with the Main Office to find out the circumstances of the teacher's lateness. Students may not leave class without being excused by the Dean of Students.

TRAVEL RULES

On all 'Iolani-sponsored trips, school rules apply from the time the student is released to the chaperones at the commencement of the trip until they are released to the custody of their parents/guardians at the end of the trip. Any student who violates any rule at any time will be subject to punishment and corrective measures governing misconduct on campus, including dismissal.

SENIOR OPEN-CAMPUS PRIVILEGES

Seniors may leave the campus during their free time if they have open-campus privileges and are not on academic probation or restricted for disciplinary reasons. Seniors who leave campus must carry their school identification card with them. If they encounter a police officer, they should explain that they are seniors and have off-campus privileges and present their ID to the officer. Seniors will be required to check out and check in with Campus Security upon leaving and returning to campus. The school may revoke the open-campus privilege of any senior for whom a teacher or administrator feels the privilege is detrimental.

Seniors who have been denied the open-campus privilege will be placed in study halls.

Tutoring Policies

‘Iolani School prides itself on providing each student with individualized attention and academic support. Teachers are available for extra help during the day as well as after school.

LOWER SCHOOL & UPPER SCHOOL

‘Iolani School does not provide recommendations for outside tutoring. Instead, individual teachers will reach out to students or families regarding after-school Extra Help opportunities. When warranted, the Lower School grade level counselor will discuss further in-school academic support options.

HELP SESSIONS AND TEACHER/STUDENT CONFERENCES

Teachers in the Upper School offer extra-help sessions for students who may want to review material or ask questions. In addition to designated days for each subject area to hold extra-help sessions, teachers may schedule additional extra-help time before or after school, as well as during free periods that the student and teacher may have in common. The designated extra-help days are:

- » Tuesdays » History and Science
- » Wednesdays » English and Math
- » Thursdays » World Language

Please note that extra-help sessions are from 3:00 p.m. to 4:00 p.m. on each assigned day

Counseling and Guidance

THE COUNSELING DEPARTMENT promotes student success by supporting and maximizing academic achievement and fostering personal and social development.

Counselors at ‘Iolani School help students understand themselves and the challenges they face. Further concerns may be addressed by the Director of Social and Emotional Health.

There is a kindergarten through 1st grade counselor, a 2nd-3rd grade counselor, a 4th and 6th grade counselor, a 5th and 6th grade counselor, and a counselor for each grade level from 7th-12th grade. A support counselor is also available to students in 7th-12th grade. There are five college counselors who advise students in grades 9th-12th.

‘Iolani offers a guidance program for all students. In grades kindergarten through 6th, all students have guidance lessons throughout the year. All 7th graders take a nine-week guidance course covering self-esteem, friendships, assertiveness, the changes of adolescence, and etiquette. Counselors teach lessons on course planning, GPA, and the American education system during 9th grade advisory sessions, as well as preparation for course registration. The college counselors also meet during advisory to introduce college counseling and the college admissions process.

The counselors meet individually with all students in their grade level during their first year together. New students and students with academic, personal, or developmental concerns receive additional attention. Counselors work closely with each other, parents, the faculty, and the administration to ensure special concerns are handled appropriately and consistently.

The counseling relationship between a student and their school counselor, psychologist, or school nurse requires an atmosphere of trust and confidence. School counselors, psychologists, and nurses recognize their primary obligation regarding confidentiality is to the student but balance that obligation with an understanding of the family or guardians’ legal and inherent rights to be the guiding voice in their

children’s lives (ASCA, 2016). Counselors, psychologists, and nurses maintain confidentiality for information shared by a student unless keeping that information confidential leads to foreseeable harm. Serious and foreseeable harm is different for each minor in the school setting and is determined by students’ developmental and chronological age, the setting, parental rights, and the nature of harm (ASCA, 2016, A.2.e). Exceptions to confidentiality exist, and school counselors, psychologists, and nurses have a responsibility to disclose information obtained in counseling relationships to others to protect students, themselves, or other individuals.

In August, new students visit ‘Iolani to meet school personnel and other new students and to tour the campus. Counselors meet with small groups of new students in September to answer questions about academic and extracurricular activities

VOLUNTEER TUTORING

With teacher approval, students in 9th-12th grade volunteer their time to help younger students with courses/classes that could give them difficulty. They tutor in a proctored classroom during their study hall periods and/or after school at no cost to the students or parents. Upper School students also act as Big Brothers and Sisters to kindergarten through 6th grade students as needed.

Community Service and Civic Engagement



THE “ONE TEAM” ethos guides community and civic engagement at ‘Iolani. Students are encouraged to participate in on- and off-campus projects to make a positive impact, build civic skills and community relationships, practice leadership with aloha, and learn from real-world experience. With many clubs, service activities, and partnerships, the school facilitates disaster and refugee relief efforts, environmental and sustainability initiatives, and projects to promote food security and healthy, thriving communities.

Many classes throughout the Lower School build an understanding of the self and community; they guide students through service projects that are integrated into the curriculum and build awareness, empathy, and agency. In the Upper School, several courses — including Economics and Entrepreneurship, the One Mile Project, and My Life, My Island, My World — feature service-learning and leadership as focal points, giving students a more in-depth experience of community and civic engagement with critical reflection. Service-oriented clubs, such as Family Promise, the Key Club, Raiders for Wounded Warriors, Leo Club, Interact, Plus Club, ‘IO Farms Club, and Storytellers Club, organize and execute projects throughout the year. Groups such as the Citizens’ Climate Lobby Youth Action Team offer opportunities for advocacy, educational outreach, and other forms of civic engagement.

We truly value our partners, many of whom represent non-profit organizations, policymakers, community groups, other K-12 schools, and higher education institutions. Just some of the partnerships related to our recent projects include the Institute for Human Services, Aloha Harvest, Hawai‘i Foodbank, Pu‘uhonua O Wai‘anae, Child and Family Service Hawai‘i, The Honolulu Zoo, Kealahou West O‘ahu, Kahauiki Village, The UNHCR (Refugee Agency), Hawai‘i Meals on Wheels, HUGS, PACT, Blue Planet Foundation, The 100th Battalion Veterans Organization, Pālolo Elementary, Ala Wai Elementary, Ali‘iōlani Elementary, The University of Hawai‘i at Mānoa, Chaminade University, Kapi‘olani Community College, and the Episcopal Creation Care Task Force.

‘Iolani’s Office of Community & Civic Engagement crafts and supports community opportunities, serving as a resource for teachers, students, and external partners.

Privacy and Disclosure Policies

STUDENT EDUCATION RECORDS

In general, parents and current 'Iolani School students over the age of 18 ("Eligible Students") may inspect and review a student's education records as defined below. Parents are those identified on a student's birth certificate, as submitted during the application process. Any subsequent changes must be demonstrated by appropriate documentation (e.g., adoption or guardianship decree, court order, divorce decree). If any parent objects to 'Iolani's permitting another parent from accessing a student's education records, he or she must provide 'Iolani with a written explanation and copies of appropriate documentation. It is solely the responsibility of the parents to update 'Iolani concerning any changes.

"Education records" are records directly related to a student that are maintained by 'Iolani and presented to an outside organization (typically, a college or other school) at the request of a student. These records include but are not limited to, grades, transcripts, class lists, student course schedules, standardized test scores, teachers' comments, and certain health records that may include any official disciplinary actions taken. 'Iolani reserves the right to routinely amend and/or maintain education records, in its sole discretion, as may be appropriate in the normal course of business.

INSPECTION AND REVIEW

'Iolani will respond to any written request to inspect and review a student's education records within 45 days of the day it receives the request for access. Parents or eligible students should submit to the Dean of Studies (for Upper School) or Dean of Lower School a written request identifying the records they wish to inspect. The school will arrange for access and notify the parents or eligible student of the time and place where the records may be inspected.

REQUESTS FOR CORRECTION

If a parent or eligible student believes the student's education records are inaccurate or misleading, they may request that 'Iolani correct the records that are believed to be inaccurate or misleading. Parents or eligible students should write to 'Iolani, addressed to the Dean of Studies, and 1) clearly identify the portion of the education records they want to be corrected, 2) specify why they believe the records are inaccurate or misleading, and 3) articulate how they would like the records to be corrected. If 'Iolani decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the availability of a hearing regarding the amendment if a hearing is requested. Additional information regarding the hearing procedures will be provided to the parent or eligible student if they are notified that a hearing is available.

DIRECTORY INFORMATION

'Iolani may disclose certain Directory Information about students as reviewed and approved by his or her parent(s) in the 'Iolani School New Parent/Legal Guardian Consent and Release Form without requesting or receiving additional written consent. 'Iolani uses Directory Information — personally identifiable information about the student that is generally not considered harmful or an invasion of privacy if released — primarily in school transcripts, certain school publications, media displays, and press releases, both printed and electronic. Examples include:

- » The school's student directory
- » The school newspaper
- » The school yearbook
- » The school graduation program
- » The school website
- » Academic honors recognition lists
- » Playbills showing the student's role in a play
- » Sports activity lists, such as rosters showing the weight and height of team members
- » Press releases from the school
- » Newspaper, magazine, or television features on the school
- » Other school publications and presentations

Directory Information may also be disclosed to certain outside organizations without the prior written consent of a parent of an eligible student. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If a parent does not want 'Iolani to disclose all or certain pieces of Directory Information about his or her child without prior consent and did not direct 'Iolani accordingly in the 'Iolani School New Parent/Legal Guardian Consent and Release Form, the parent must notify 'Iolani in writing by the first day of instruction for the regular school year, addressed to the Dean of Studies with specific instructions as to which pieces of the student's Directory Information he or she does not want disclosed. 'Iolani has designated the following information as Directory Information of a student:

- » Name
- » Address
- » Telephone listing
- » Electronic mail address
- » Date and place of birth
- » Dates of attendance
- » Grade Level
- » Participation in school activities and sports
- » Weight and height, if a member of an athletic team
- » Photograph, film, digital, and video images
- » Honors and awards received
- » College of attendance

**CONSENT FOR DISCLOSURES AND
MANDATORY REPORTING**

Except for Directory Information as described above, 'Iolani requires a parent's or eligible student's consent to disclose personally identifiable information contained in a student's education records outside the school, except as required to comply with state or federal law or to protect the health and safety of all members of the 'Iolani community. Specifically, 'Iolani must report any reasonable suspicions of child abuse or neglect to Child Welfare Services. The law does not require 'Iolani School to obtain parental consent before making a report. Once a mandatory report is made, 'Iolani School will not take further action except as permitted to do so by a government agency with the appropriate authority. Such reports, and records of reports, are highly confidential, and 'Iolani School will not disclose whether a report has been made unless required by law.

Note that 'Iolani, in its sole discretion, may share information contained in a student's education records with persons associated with 'Iolani for the purposes of instruction or in furtherance of the legitimate educational interests of 'Iolani. Persons associated with 'Iolani include those employed by the school as an administrator, supervisor, instructor, coach, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on 'Iolani's Board of Governors; a person or company with whom 'Iolani has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); and a parent or student serving on an official committee or assisting another person associated with 'Iolani in the performance of his or her tasks.

‘Iolani ‘Ohana Parent Organization

Established in 1986, the ‘Iolani ‘Ohana is the official parent organization of ‘Iolani School and welcomes all parents and guardians as members. It seeks to instill a sense of inclusion and belonging for all parents and families as it builds a vibrant and supportive community through social activities and programs.

The ‘Iolani ‘Ohana Council is a leadership group of ‘Iolani School and consists of approximately 45 members who serve as officers, committee chairs, and grade-level representatives. These members oversee the planning of parent and family events and the coordination of parent involvement in social activities and programs. Each grade level, kindergarten through 12th grade, is represented by two to three parent representatives. Throughout the year, parents will receive information and invitations from their respective grade-level parent representatives.

In addition to the above, the council serves as a liaison between the administrators and parent community to maintain open communication regarding school initiatives and projects.

Being a part of the council is a wonderful opportunity to get actively involved in our community. It’s also a great way to develop lasting relationships with the families in your child’s grade while providing an important service to the school. Please consider sharing your time and talents by volunteering with the ‘Iolani ‘Ohana Council. Volunteers are also needed to assist with classroom and grade-level activities.

To learn more about becoming a member of the ‘Iolani ‘Ohana Council or other parent volunteer opportunities, contact the ‘Ohana Liaison at liaison@iolani.org.

‘Iolani Fair

One of the most exciting and fun-filled events of the year for our students, families, faculty, staff, and community is the two-day ‘Iolani Fair. For more than 30 years, the annual fair has been the school’s largest school-community fundraiser. Proceeds raised at the fair help to directly fund student travel initiatives for dozens of classes and programs.

The theme of the fair for this school year is Raider Rodeo. Save the dates of Friday, April 19, 2024, and Saturday, April 20, 2024, and plan to join us at the fair from noon to 10:30 p.m.

Creating a fun, safe, and successful fair requires the help of thousands of volunteers. All families, students, faculty, and staff are asked to help support this important event for our school by volunteering for one or more shifts. Your participation is integral to our success. There are hundreds of different volunteer opportunities to match the time and/or talents families may have to share. Some examples include:

- » Volunteering to help shadow and chair a booth
- » Joining the leadership team to help oversee a division
- » Signing up to work a shift and/or help at a pre-fair workshop
- » Encouraging your company to be a corporate sponsor
- » Helping to quilt blankets and sew crafts
- » Getting together with fellow parents to create a unique basket for the silent auction

We need volunteers in all of these ‘Iolani Fair areas:

- » Games
- » Food
- » Silent Auction
- » Marketplace
- » Keiki Kountry
- » Support
- » Administration (manpower, donations)

Beginning in the fall, the ‘Iolani Fair team will email you details on ways you can sign up to volunteer and select the opportunity you are interested in. Signing up is easy and can be done online. If you would like to volunteer or get involved at a leadership level by becoming a chair or shadow for a booth or division, please contact the ‘Iolani Fair Office directly at 808-943-2339 or email fair@iolani.org.

Check for updates throughout the year at iolanifair.org

Fundraising Policies

OBJECTIVES

‘Iolani School recognizes and appreciates the significant financial investment our families make in their child’s education. Acknowledging this commitment, the school makes every effort to use operating funds to alleviate additional costs for extracurricular activities, including assistance with overall travel costs (for performances, games, competitions, etc.), reductions in costs of Class Camps (for grades four, six and 12), and aid for miscellaneous costs for student activities.

As such, ‘Iolani School does not allow miscellaneous fundraising on or off campus. Instead, advisors, faculty, and coaches can make requests per the guidelines that follow, and the school will make every effort to assist with the costs in a way that will provide equivalent financial support without relying on contributions from families or the community.

These guidelines will identify channels available to faculty, advisors, and parents to request funds and ensure ‘Iolani School is in compliance with federal guidelines, policies, and best practices with regard to fundraising in a manner that is fair and consistent for all students.

‘Iolani School remains committed to supporting extracurricular activities and enhancing the student life experience on campus. It offers the following opportunities for financial support:

SCHOOL-GENERATED FUNDS — ‘IOLANI FAIR

Each year, the net proceeds generated from the ‘Iolani Fair are placed into a school account to help offset the costs of travel for ‘Iolani School teams, clubs, and classes. The fair helps support dozens of classes, teams, and programs, including:

- » Academic teams
- » Athletic team trips
- » College counseling trips
- » Fourth-Grade Camp (Big Island trip)
- » Imua and Yearbook
- » Performing arts
- » School clubs
- » Senior Camp
- » Sixth-Grade Camp

The funds are dispersed in priority order as follows:

1. To cover the costs of chaperones for student travel
2. To reduce the costs of class camps for all participating students
3. To reduce the cost of all remaining trips to a level that ‘Iolani Fair proceeds can support to request needed funds for travel.

‘Iolani School has established processes for faculty and advisors to request needed funds for travel. **In accordance with this policy, members of the ‘Iolani community should NOT solicit or directly accept contributions for individual programs and**

activities. These guidelines are in place to serve our families as well as to ensure ‘Iolani School is in compliance with federal policies and best practices with regard to fundraising for the school, both on and off campus.

OTHER

In specific cases, there may be opportunities for participation in fundraising activities created by ‘Iolani School. Some examples include:

SCHOOL PERFORMANCES

From time to time, performing arts or other groups may consider charging for a performance as a fundraiser for upcoming travel. Requests for this type of fundraiser must be approved by the appropriate Academic Dean and Executive Director of Advancement

COMMUNITY-FOCUSED FUNDRAISERS AND DONATION DRIVES

‘Iolani School does not allow miscellaneous fundraising or donation drives, on or off campus.

However, as an educational institution that empowers and equips students with the tools to address community and global needs, fundraising and donation drives are recognized as part of a much broader spectrum of impact strategies. If these specific strategies are **the focus of service-learning curricula and consistent with ‘Iolani School’s mission**, exceptions may be granted with institutional review. The Community & Civic Engagement Office provides guidelines for proposals for donation drives and fundraisers.

EDUCATIONAL CAMPS AND SPORTS CLINICS

Camps and clinics that provide instruction may charge participants. Requests for these activities should be submitted to the Academic Dean overseeing the event.

ACCOUNTABILITY AND FINANCIAL REPORTING

Any checks, sponsorship dollars, or other funds received by a school club, team, parent, or group must be addressed to ‘Iolani School and immediately submitted to the ‘Iolani Advancement Office for proper accounting and reporting.

The funds will then be held by the Business Office and allocated for the group’s purpose and distribution. This ensures proper stewardship of those dollars both in reporting back to the donor(s) and per legal regulations. All funds collected for any school or extracurricular school purpose are subject to regular audit and accountability requirements.

‘Iolani Parent Portal (via Veracross)

This school year ‘Iolani School is transitioning to a new student information system, Veracross. Parents will access their students’ accounts through an online Parent Portal. NOTE: While the portal is viewable on mobile devices, there is no mobile app available. New content and features will be continually added to the Parent Portal, but here are the key features:

1. **REPORT CARDS**, including historical report cards that were digitally available in our previous system, myBackPack.
2. **CHILD’S SCHEDULE**, available closer to the first day of school, includes your child’s classes, with details about teachers, rooms, and periods.
3. **ACCOUNT & INVOICES** houses family invoices from the school’s Business Office and allows you to pay your invoices online. You will also be able to save or access saved payment methods for future use (VC Pay Wallet).

4. **STUDENT AND HOUSEHOLD DIRECTORY** shares directory information about ‘Iolani students and families. Families have been granted consent to share their data by setting their directory preferences on the Parent Portal. The Directory Preferences form will be available throughout the year to update as needed.
5. During **RE-ENROLLMENT**, families will sign their contracts and pay their deposits from the Parent Portal.
6. **MAGNUS HEALTH** is available directly from a link in the Parent Portal. You will not need to maintain an additional Magnus Health login once you log in to the Parent Portal.
7. **THE CALENDAR** will display key school events and dates.
8. **RESOURCES AND LINKS** such as maps, contact information, policies, and procedures.

To access the Parent Portal and for information on logging in, please visit parents.iolani.org.

Special Programs

AFTER SCHOOL PROGRAMS

‘Iolani School offers After School Program classes that take place after the regular school day ends during the regular school year, including After School Care for students in kindergarten through sixth grade. For more information, visit www.iolani.org/after-school-programs.

SUMMER PROGRAMS

The mission of ‘Iolani Summer Programs is to continue the tradition of leadership and academic excellence by offering students from the community and abroad an opportunity to enrich their knowledge and curiosity through engaging curriculum and interactive learning environments that foster lifelong learners ready to engage their world in new and innovative ways.

Summer Programs include a variety of daily enrichment courses in the arts, athletics, STEM, and academics for students entering grades kindergarten through 12. Classes and excursions invite students to develop their knowledge and curiosity through innovative subject matter and experiential learning. For more information, visit www.iolani.org/summer/day-programs.

Plant and Facilities



‘Iolani School is situated on a 25-acre campus a few miles from Diamond Head, the Honolulu Zoo, and the University of Hawai‘i at Mānoa. The campus is nestled in the neighborhood of McCully-Mō‘ili‘ili and is near the neighborhoods of Kaimuki and Kapahulu. The school provides a safe, well-secured campus for students and families while also serving as a welcoming community gathering place. Some of the most visited sites on campus include:

AI FAMILY LEARNING CENTER

The Ai Family Learning Center was renovated in 2023 and is home to the Lower School Main Office, Lower School counseling department, and students in grades 2nd-6th grade.

ARCHIVES

Archives collects, organizes, and preserves ‘Iolani School documents, artifacts, and other primary source materials that promote an understanding and appreciation for the history of the school. The Archives are located on the second floor of the Sullivan Center for Innovation and Leadership and may be reached by calling 808-943-2336 or emailing archives@iolani.org.

ART BUILDING

A comprehensive art building houses facilities for ceramics, photography, painting, drawing, glass and metal work, and 3D design. A Lower School Art Room and the school’s Art Gallery are situated on the ground floor.

ATHLETIC FACILITIES

The Father Kenneth A. Bray Athletic Complex includes two gymnasiums, physical conditioning and physical training rooms, a cardio room, and space for wrestling, gymnastics, and dance. Outdoor facilities include the Kozuki Stadium facilities, an Olympic-size swimming pool, six tennis courts, two football and soccer fields, a track, a baseball diamond, and the One Team Field House.

CASTLE BUILDING

The Castle Building is home to the chorus room, band room, orchestra room, classrooms, and four science labs. Castle Building’s first floor also houses the Dean of Operational Programs, Associate Dean of Students, 7th and 8th grade Counselors, and the Performing Arts Department staff.

I-BUILDING

The I-Building is home to Upper School classrooms as well as offices for the Head of School, Dean of Students, Dean of Studies, and Dean of Upper School, as well as the Upper School Main Office and the Counseling Department.

K-1 COMMUNITY

The K-1 Community features 10 classrooms in five buildings, uniquely blending outdoor learning spaces with indoor instructional areas. Each classroom has floor-to-ceiling windows looking out to a large natural playground. There are gardening spaces, outdoor lānais, and “reading trees” in the first-grade

classrooms, and the natural playground is designed with activity stations encouraging collaboration, discovery, growth, and expression.

KANESHIRO SCIENCE AND INNOVATION CENTER

The two-story Kaneshiro Science and Innovation Center includes large spaces on the ground floor for science and a large fabrication and computer lab, flex space, and religion and English classrooms on its second floor.

LIBRARIES

The Tsuzuki Group Library (7th-12th grade), located on the second floor of the Sullivan Center for Innovation and Leadership, and the Lower School Library (for grades kindergarten-6th grade) provide a well-balanced collection of materials and technology to support student learning and enrich the curriculum.

NANGAKU BUILDING

The Nangaku Building's first floor is home to the Day Admission Office, Advancement Office, Business Office, Campus Store, and Ranzman Boardroom. The second floor of the Nangaku Building is where the Communication Office and several classrooms are located.

RESIDENCE HALL

The dormitory is a modern, secure, and well-designed five-story residential hall housing 112 students in grades nine through 12 as well as House Parents who reside on the ground level. A common area on each floor and on the ground level is also available for supervised student use. There are strict rules regarding entering the dormitory.

SIDNEY AND MINNIE KOSASA PERFORMANCE

The Sidney and Minnie Kosasa Performance Studios feature high ceilings and added space for music and dance classes for students in grades kindergarten through 6th.

ST. ALBAN'S CHAPEL

Among the first buildings to be completed at the Ala Wai site, the chapel was dedicated in 1953. The spiritual center of the school, St. Alban's Chapel, has undergone major renovations beginning with the gift of an Allen Digital Computer Organ, installed in 1990. In 1993, a stained-glass window designed for the front of the chapel was added. In 1995, all pews and furnishings were redone in Koa, and in 2005, a trellis was constructed. St. Alban's Chapel seats 500 students and is used every weekday morning for school services.

STUDENT CENTER

This large, versatile building is used as a cafeteria as well as a snack and study area during the academic day. In the evening, it is a site for dances, large meetings, and banquets. A snack bar is open during the school day.

SULLIVAN CENTER FOR INNOVATION AND LEADERSHIP

The Sullivan Center for Innovation and Leadership at 'Iolani School is a sustainably-designed 40,000-square-foot, four-story facility dedicated to citizenship, applied technology, scientific discovery, and digital communication. Focusing on 21st-century learning skills, the Sullivan Center includes an innovation lab, a modern library, flexible project spaces, collaboration classrooms, a digital media lab, a rooftop garden, and a research lab.

WEINBERG BUILDING

The Harry and Jeanette Weinberg Building provides 32 classrooms, four physics suites, an AP biology/chemistry lab, and a computer lab. The building also houses the College Counseling Department, Seto Hall (a large multipurpose meeting, assembly, and banquet room), the Media Services (Audiovisual) Department, and a snack bar.

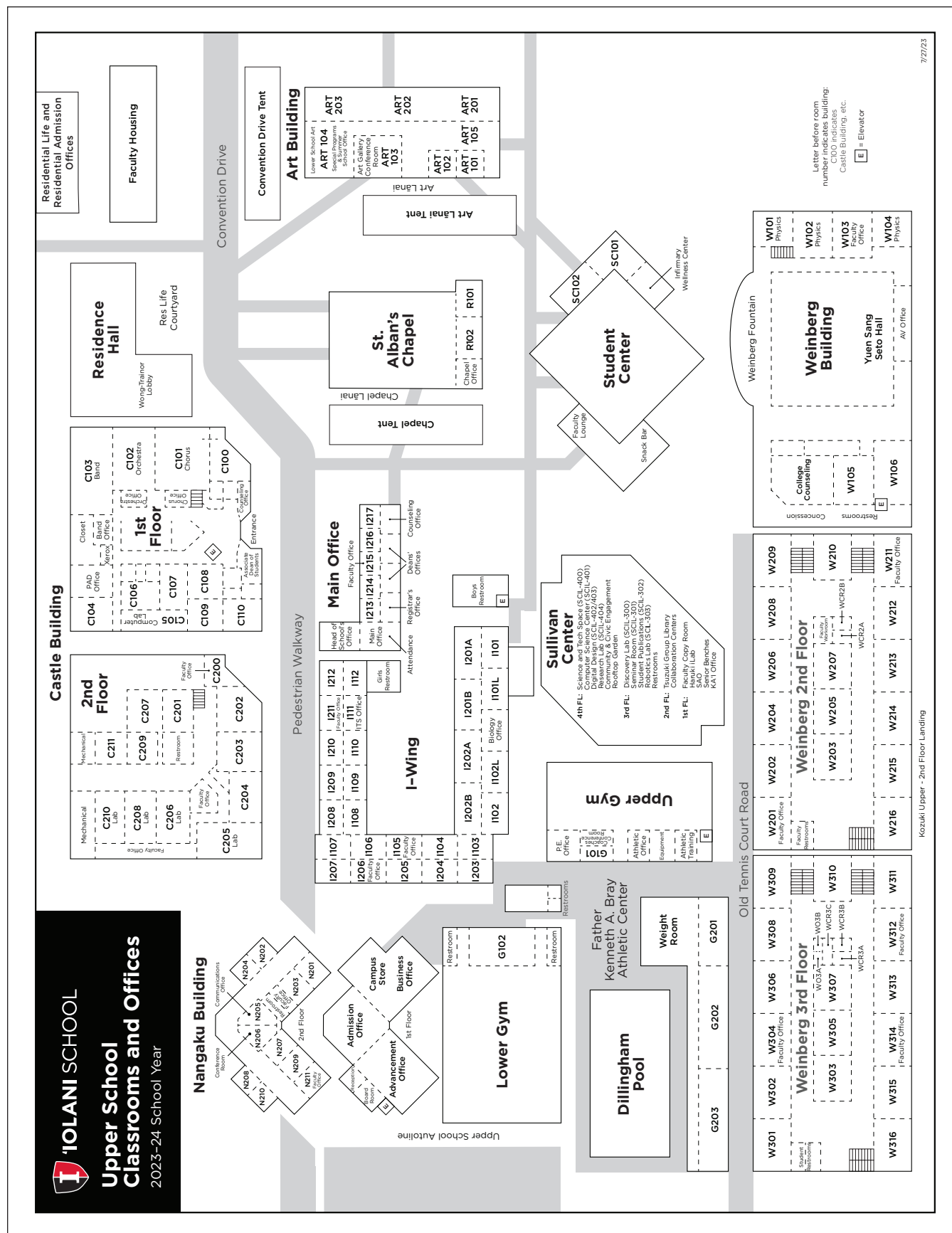
FOOD SERVICE

Sodexo operates the school's cafeteria and snack bars. Meals may be purchased with cash or by using a debit account accessed by the student's fingerprint or ID card. Money may be placed in a student's account beginning in August.

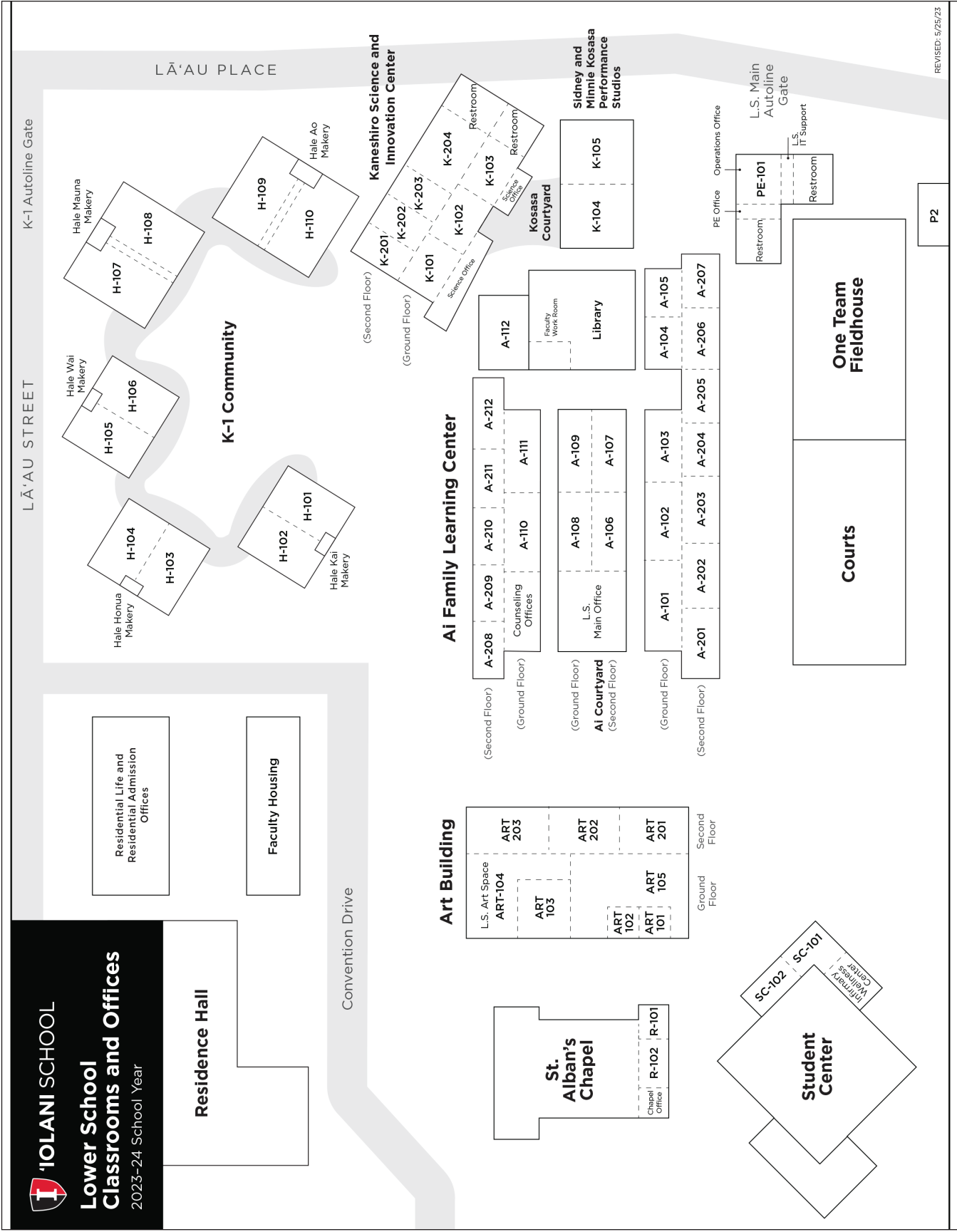
Campus Map



Upper School Classroom Map



Lower School Classroom Map



Emergency Procedures

In the event of a school closure or campus emergency, 'Iolani School will keep parents informed through a messaging service, radio broadcasts, our website (www.iolani.org), and email. The emergency broadcast station for Hawai'i is KSSK AM 590 and FM 92.3. Parents may also call the Upper School office at 808-949-5355 or the Lower School office at 808-943-2227.

TSUNAMI WARNING

'Iolani School is not in a regular O'ahu Tsunami Evacuation Zone (TEZ) but is in one of the recently designated Extreme Tsunami Evacuation Zones (XTEZs). The new XTEZs do not replace the current TEZs, but instead, add a second zone for a potential extreme event. Extreme tsunamis are low-probability, once-in-a-thousand-year occurrences, but they represent the high-impact "worst-case" inundation scenario for Honolulu. In the unlikely event of an Extreme Tsunami Warning, the school will evacuate inland to higher ground as instructed in the City and County of Honolulu's XTEZ plan.

In the event of a regular tsunami warning, 'Iolani School will adhere to the following procedures:

If a warning is issued by the Pacific Tsunami Warning Center through the O'ahu Civil Defense Agency while school is in session, school personnel will remain with students until parents can safely pick them up. The O'ahu Civil Defense Agency advises that parents not leave a safe area or drive through a danger zone to pick up their child(ren) during a tsunami warning. Parents should wait until the "All Clear" has been announced. Lower School children are to be picked up at the Autoline gate on Lā'au Place. Upper School students are to be picked up at the Lower Gym on Kamoku Street. The school will follow instructions from the O'ahu Civil Defense Agency through local radio broadcasts.

If the warning is issued before school begins, classes will be canceled, and the school will be closed. Student's parents, the O'ahu Civil Defense Agency, and radio stations will be notified by the Head of School's Office.

HURRICANE/TROPICAL STORM WARNING

The National Weather Service issues Hurricane or Tropical Storm WATCHES 48 hours prior to storm effects. Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect O'ahu in 36 hours or less. Extreme Wind Warnings

for sustained hurricane-force winds of 115 mph or greater are issued when winds are expected within an hour. When a WATCH is issued, school administrators will monitor the storm and make decisions to close the school before the issuance of a WARNING. The timing of the closure will coincide with the end of a normal school day, if possible. If a WARNING is issued by the O'ahu Civil Defense Agency while school is in session, school personnel will remain with students until parents can safely pick them up. Lower School children are to be picked up at the Autoline gate on Lā'au Place. Upper School students are to be picked up at the Lower Gym on Kamoku Street. Student's parents, the O'ahu Civil Defense Agency, and radio stations will be notified by the Head of School's Office.

EARTHQUAKES

In the event of an earthquake of significant magnitude, 'Iolani School will care for students until parents can safely pick them up. Lower School children are to be picked up at the Autoline gate on Lā'au Place. Upper School students are to be picked up at the Lower Gym on Kamoku Street. Student's parents, the O'ahu Civil Defense Agency, and radio stations will be notified by the Head of School's Office.

CAMPUS EMERGENCY

In the event of an emergency requiring campus containment or school closure, 'Iolani School will care for students until parents can safely pick them up. Lower School children are to be picked up at the Autoline gate on Lā'au Place. Upper School students are to be picked up at the Lower Gym on Kamoku Street. Student's parents will be notified through phone, text messages, email, radio broadcasts, and the school website, www.iolani.org, as to the time when students can be picked up from school.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (ASHERA) NOTICE

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (ASHERA). This law requires all public and private schools, with grades kindergarten through 12, to be inspected for asbestos-containing materials (ACM) and to develop a management plan for controlling exposure to these materials. This law also requires that 'Iolani notify parents on an annual basis with regard to ACM at the school.

The goal of 'Iolani School's asbestos program is to provide a safe and healthy environment and to comply with all applicable laws. 'Iolani School engages a third-party service provider specializing in this area to monitor the school for compliance with ASHERA regulations. A copy of the report prepared by the third party is available for review in the Business Office.

KA'I Programs

THE KA'I (Kūkulu Alaka'i 'Iolani, The Creation of Leaders)

Programs at 'Iolani School are committed to raising life outcomes for underserved youth from Pālolo Valley. Now in its 14th year, KA'I has grown to comprise five components addressing the needs of Pālolo Valley youth from early childhood through postsecondary education completion. These five programs are funded by local and national foundations, many generous donors, and 'Iolani School.

THE KA'I KEIKI PROGRAM, a partnership between 'Iolani School and Pālolo Homes, provides early childhood summer education to 3-7-year-old children living in the Pālolo Homes public housing. This program focuses on developing social, emotional, and cognitive skills necessary for school readiness in a welcoming and joyful school environment and also assists families in enrolling their children in preschool programs during the school year. Funded by the 'Iolani Alumni Association, the McNerny Foundation, and the Freeman Foundation, the KA'I Keiki Program has served more than 300 children over the past nine years.

THE KA'I ELEMENTARY PROGRAM began in 2022 and strives to close the achievement gap for underserved elementary-aged students, many of whom are English language learners. Students, who commit to 4 consecutive years, receive 2 meals a day, transportation to and from Pālolo Valley, and academic enrichment courses at 'Iolani School. At full capacity, the KA'I Elementary Program will serve nearly 50 students from 3rd-6th grade.

THE KA'I MIDDLE AND HIGH SCHOOL PROGRAM

is a partnership between 'Iolani School and Jarrett Middle School designed to counteract the learning loss that underserved youth experience over the summer by engaging students in a free, high-quality, six-week summer program at 'Iolani School during their middle and high school years. Now in its 14th year, this program currently supports 79 students in grades 7-12. Largely funded by the McNerny Foundation, The KA'I Middle & High School Program provides transportation to and from Pālolo Valley, 2 meals a day, academic enrichment courses, Hawai'i State Department of Education credit courses, leadership classes, and college and career counseling. To date, 87 students have graduated from this program.

THE KA'I SCHOOL YEAR TUTORING PROGRAM

was established in 2017 to provide personalized academic tutoring and support for all KA'I students during the school year. Supported by the Freeman Foundation, the McNerny Foundation, and the Atherton Foundation, this program provides tutoring 4 days/week throughout the school year, particularly in the areas of math, reading, and writing. The program strives to improve students' academic skills and personal resilience and to better prepare them for success in high school, postsecondary education, their careers, and beyond.

THE KA'I POSTSECONDARY PROGRAM matches KA'I graduates, almost all of whom are the first in their family to attend and graduate from college, with appropriate postsecondary options, and supports students to and through their pathway to completion. Through the generosity of the Takitani Foundation and Honu'apo, this program provides full gap scholarships to KA'I graduates so that they are able to graduate from college without any debt. Compared with Hawai'i state averages, KA'I has been significantly more successful in helping students to matriculate to postsecondary education and earn their degree. KA'I students have an 82% college enrollment rate upon completion of high school. This program has a full-time Director of Postsecondary Access & Persistence and currently serves 38 students in postsecondary education. To date, 12 KA'I postsecondary students have successfully earned a degree.

Board of Governors

Mark M. Mugiishi, M.D., F.A.C.S. '77, *Chair*

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Mark Yamakawa, '74, *Secretary*

Timothy R. Cottrell, Ph.D., *Head of School*

John C. Dean, Jr.

Matthew K.M. Emerson '95

Thomas A. Jermoluk '72

Melvin Kaneshige, Esq. '66,

Whitney Limm, M.D., F.A.C.S. '76

Eun Joo “EJ” Milken '91

Bill D. Mills

Calvin S. Oishi, M.D. '79

Raymond S. Ono '72

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Jonathan K. Poe '78

Michele Saito

Lisa Sakamoto

Kent Tsukamoto

Robert “Bub” W. Wo

Emelda Wong Trainor '95

Reuben S.F. Wong, Esq. '54

Jodi Shin Yamamoto, Esq. '89

The Right Rev. Robert L. Fitzpatrick, *Ex Officio*

Stephen Enos '07, *Alumni Representative*

Administrators

Timothy R. Cottrell

Head of School

Kelly Asato

Director of Counseling

Allison Blankenship

Director of External Education
Programs

Tate Brown

Dean of Operational Programs

Aster Chin

Dean of Upper School

Todd Fleming

Director of College Counseling
Operations

Staci Fujikawa

Director of Human Resources

Kim Gennaula

Executive Director of
Advancement

Reid Gushiken

Chief Financial Officer

Natalie Hansen

Associate Dean of Lower School

Michelle Hee

Director of Communications
and Public Relations

Nathan Hue

Associate Dean of Students

Raquel Leong

Director of Admission

Michael Lomuscio

Dean of Studies

Wendell Look

Co-Athletic Director

Omar López Thismón

Associate Dean of Studies

Maurice Maggolino

Co-Athletic Director

Edwin Maruyama

Co-Athletic Director

Melissa Matsuda

Director of Special Programs

Kelly Monaco

Dean of Admission and
Financial Aid

Kimberly Nguyen

Dean of Residential Programs

Piyada Nonzee

Executive Director of College
Counseling

Lianne Pang

Director of Library Services

Melanie Pfingsten

Dean of Lower School

Scott Weaver

Director of ITS

Lori Yoneda

Dean of Students

Chaplains

Andrew Arakawa
Lower School Chaplain

Timothy Morehouse
Upper School Chaplain

Lower School Faculty

Lyndsey Arakawa
Sixth Grade

Marci Awaya
Third Grade

Katie Carpenter
Third Grade

Margaret Carpenter
Kindergarten

Aaron Chaney
Physical Education

Colleen Chang
First Grade

Bonny Chikamori
First Grade

David Chun
Fifth Grade

Cynthia Chung
Second Grade

Shelby Cotham
Second Grade

Mark Davidson
Fifth Grade

Rosa Dayao
Second Grade

Steven Doi
Fourth Grade

Deborah Duval
Sixth Grade

Helen Edamura
Second Grade

Nathan Fosket
Fifth Grade

Michael Fricano
Education Innovation Lab Tech

Erin Fujikawa
Kindergarten

Catherine Fuller
Sixth Grade

Daisy Heimerdinger
Fourth Grade

Robin Hiraki
Fifth Grade

Tobi Hirata
Kindergarten

Krislyn Hong
Second Grade

Robyn Ide
Fifth Grade

Margot Johnson
Second Grade (First Semester)

Nicole Kajiyama Charos
Kindergarten

Jessica Katayama
Third Grade

Lesley Kawahara
First Grade

Addie Kim
Fourth Grade

Daryl Kobata
Sixth Grade

Kelcie-Lei Kunioka
Fourth Grade

Jewel Lee
Kindergarten

Mikayla Lum
Science (First Semester)

Susan Maeda
Fourth Grade

Terri Marshall
Third Grade

Linda Miyata
Religion

Jami Muranaka
Science

Talia Nagatoshi
Third Grade

Tara Lyn Nakamoto
Design Lab

Wrenn Okada
Robotics Coordinator and Design/
Tech Support

Eric Perkins
Physical Education

Lindsay Rabe
Music

Shay Rego
First Grade (One Year)

Elizabeth Reilley
Art

Erin Sayegusa
First Grade

Marlene Schick
Kindergarten (First Quarter)

Loriann Silva
Religion

Lisa Simon
Dance

Jaimie Spencer
Kindergarten

Jessica St. Sure
Kindergarten

Ivan Suzuki
Physical Education

Katie Tierney
Science

Katherine Warner
Science

Hannah Watanabe
Orchestra

Robin Watson
Sixth Grade

Shannon Winpenny
Theater

Kate Wong Gavrilchik
Art

Eutine Wong-Yi
Kindergarten

Kellianna Yamaguchi
Science

Tyler Yamamoto
Third Grade

Dean Yonamine
Sixth Grade

Sandra Yoshikawa
Second Grade

Krysti Yoshimura
First Grade

Trisha Arita
Lower School Teacher's Aide

Joy Au
Lower School Teacher's Aide

Michele Lieberman
Lower School Teacher's Aide

Kenedi Lopes
Sixth Grade

Kalena Markham
Lower School Teacher's Aide

Eliana Meers
Lower School Teacher's Aide

Sasha Mizuguchi
Lower School Teacher's Aide
Kristy Oku
Lower School Teacher's Aide

Samantha Pearson
Lower School Teacher's Aide
Rémy Tossut
Lower School Teacher's Aide

Carter Uechi
Lower School Teacher's Aide
Alyssa Yonamine
Lower School Teacher's Aide

Upper School Faculty

Curtis Abe
Performing Arts
Susan Akamine
World Language - Japanese
Tomoko Akemoto
World Language - Japanese
Aldene Albinio
History
Sara Allan
Science
Michael Among
English
Jeffrey Andrews
English and Director of Test Prep Programs
Ernette Au
Mathematics and Psychology
Luz-Marina Barnard
World Language - Spanish
Yuki Basso
English
Risa Beer
iDepartment
John Bickel
History
Steve Borick
Science
Greg Bowman
Religion
Mark Brasher
History
Sophie Bretel Conger
World Language - French
David Buchanan
Religion
Christopher M. Butler
iDepartment
Elizabeth Calore
History
John Carter
Mathematics
Lehua Carvalho
Performing Arts
Yvonne Chan
John Kay Teaching Chair/Director of Community Science/iDepartment and Science

Jennifer Chen
Mathematics
Amanda Christie
English
Holly Chung
Art
Lisa Cockett
Mathematics
Lindsey Combs
History
Samuel Cropsey
Mathematics
Manny Dayao
Performing Arts
Michael Delligatti
Science
Devon DeBevoise
Science
Amanda Di Bella
English
Aris Doike
Performing Arts
Asia Doike
Performing Arts
Douglas Ellman
Science
Theresa Falk
English
Sara Finnemore
Science
Kimi Frith
History
Pamela Fujinaka
Science
Janis Furuya
Art
Joseph Guillou
Mathematics
Paul Heimerdinger
Science
Frederick Heyler
Science
William Heyler
History
Mary Hicks
Performing Arts

Jade Higa
English
Michelle Hill
English
Ivy Hou
World Language - Chinese
Carey Inouye
iDepartment and Science
Chiharu Iwamoto
World Language - Japanese
Ryan Johnson
Art
Sarah Johnson
History
Andrew Jones
Psychology
Christeana Maka Jones
History
Megan Kawatachi
English
Nan Ketpura-Ching
Science
Adrian Khactu
English
Richie Kibota
History
Jena Kline
Mathematics
Jarett Ku Koanui-Souza
Performing Arts
Sheri Ann Kobata
Mathematics
Jacquelin Kojima
World Language - Japanese
Ian Kusao
Science
Edward Lee
English
Lara Lee
Science
Hannah Lim
History
Rebecca Lin
World Language - Chinese
David Masunaga
Mathematics

Kristin Masunaga Physical Education	Dena Ono Science	Ngan-Ha Ta World Language - Chinese and Director of Global and Language Initiatives
Sara Kate May Science	Debra Otsu English	Kendall Tacon Mathematics and KA'I
Sarah McCormick English	Miho Pagliarini World Language - Japanese	Lance Takeuchi Mathematics
Calvin McMillin English	Yakshi Palmer English	Dana Tano Mathematics
Guia Melo World Language - Spanish	Michael Park Mathematics	Delbert Tengan Physical Education
William Milks History	Jeffrey Pearson World Language - Latin	Shoko Tomita World Language - Japanese (First Quarter)
Kathryn Mitchell Science	Alexander Peña Director of Orchestra	Robin Tokin Mathematics
Joseph Monaco Mathematics	Melissa Perkins History	Ann Tomatani World Language - Japanese
William Monaco History	Alexandra Pleus Science	Bertha Tomiyasu Science
Malia Morales World Language - Hawaiian	Lisa Preston World Language - Spanish	Janelle Torres Science
Lauren Morimoto History	Karen Roberts World Language - Latin	Evan Tottori Art
Russell Motter History	Ryan Roberts Art	Shun Tsukazaki Art
Christopher Moylan Mathematics	Tom Robinson Religion	Lisa-Anne Tsuruda English
Daniel Muenzer English	Reid Sagawa Health Education Coordinator	Alison Uyehara Art
Lynn Muramaru Performing Arts	Andrew Sakaguchi Performing Arts	Nathan Venditta Mathematics
Heather Muraoka History	Kristi Sakaguchi Mathematics	Cate Waidyatilleka English
Ashley Murray English	Ryan Sasaki Mathematics	Laura Wang English
Rhonda Nagao History	Jessica Lynn Saylor Science	Peter Webb English
Erin Nagoshi Mathematics	Daniel Schiff Mathematics	Eric Wehner Art
Garrett Nakamatsu Mathematics	Kyla Shaw English	Joan Wehrman Performing Arts
Douglas Nakoa Physical Education	Teresa Shimamoto Science	Chase Wiggins English
Ryder Nielsen World Language - Japanese	Brad Shimizu Mathematics and Performing Arts	Taylor Wong Art and iDepartment
Tora Nishimiya English and Reading Specialist	Stephanie Simms Science	Reid Wyatt History
Kainoa Obrey Physical Education	Jill Smith Science (Second Semester)	Nancy Wysard World Language - Spanish
Julia Ogilvie Performing Arts	Jennifer Stevens World Language - French	Gabriel Yanagihara iDepartment
Cy Ohta History	Alan Suemori History	Xi Yang World Language - Chinese
Cyrenne Okimura Performing Arts	Corey Sumida Mathematics	Jon Yasuda World Language - Hawaiian
Clint Onigama Mathematics	Lance Suzuki History	

Alan Yeh
Mathematics
Kyoko Yokoyama
World Language - Japanese
(Second Semester)

Amy Yonashiro
Mathematics
Caitlyn Yoshina-Nguyen
World Language - Latin
Michelle Yoshioka
Science

Ian Young
English
Nathan Zee
English

Professional Staff

Jennifer Agena
Upper School Librarian
Jo Ann Agena
Library Technician
Lei Ahina-Dawson
Director of Social and Emotional
Health
Dominic Ahuna
Conditioning Coach
Lori Arai-Shiraishi
Interim Performing Arts Events
Coordinator
Deanne Arita
Athletic Department Operations
Assistant
Leilani Arita-Takayama
Associate Director of College
Counseling
Cullen Arroyo
Upper School Counselor
Tara Bagoyo
Lower School Head Librarian
Ivan Batsanov
Pool Manager
Rebus Bonning
Associate Director of Residential Life
Phillip Buchanan
Director of Security
Christopher J. Butler
Director of Campaign Strategy and
Initiatives
Andrea Charuk
Community Science Specialist
Clifford Cheng
Director of Visual Design
Kenneth Chew
Athletics Facilities and
Events Assistant Manager
Geri Ching
Organist
Aimee Choy
User Support Specialist
Edean DeMello
Executive Assistant to the Dean of
Lower School
John Benjamin Douglass
Media Services Specialist

Martin Emde
iDepartment and Sullivan Center
Project Engineer
Kristin Esteban
Residential Life Health Services Nurse
Lara Feldhaus
Upper School Counselor
Babette Fergusson
Residential Life Health Services Nurse
Leilani Fortuno
Database Coordinator
Grant Fukuda
Director of Strategic Engagement and
Donor Relations
Shelley Fuller
Registrar's Assistant
Faye Furutomo
Director of Educational Technology
Systems
Charles Gima
Athletic Trainer
Gregory Groves
Associate Director of Residential
Admission
Cara Gutierrez
Agricultural Programs Coordinator
Lori Hadlock
Admission and Financial Aid
Administrative Assistant
Cori Hara
Residential Life Administrative
Assistant
Leoni Harbottle
Lower School Administrative Assistant
Jeri Hattori
Sullivan Center Operations Assistant
Kimberly Hayashi
Counseling Operations Coordinator
Anna Heshiki
iDepartment and Sullivan Center
Project Engineer
Jason Hew
Upper School Counselor
Andrew Higa
Upper School Counselor
Vicki Higashihara
Executive Assistant to the Dean of
Studies and Curricular Operations

Ethan Hill
Bioinformatics Specialist
Alexandra Holzman
Director of Admission
Colleen Inaba
Administrative Assistant, Gift
Processing
Kory Kado-Fukuda
Upper School Counselor
Kings Kalohelani
Sound Engineer
Eric Kam
Lower School Mathematics Coach
Wendy Kaneda
Advancement Director
Deanne Kanekuni
Lower School Counselor
Joan Kaneshiro
Lower School Curriculum Coordinator
Ashley Kaonohi
Upper School Counselor
Jason Karioka
Content Creator
Elaine Kawashima
Accountant
Ricky Key
Superintendent of Physical Plant
Steven Kimball
ITS Technician and Network
Administrator
Darryl Kimura
Network Specialist
Melanie Kimura
Cashier and Campus Store Assistant
Ronni Kirihara
Infirmary Coordinator
Ralynn Kobashigawa
Registrar
Joanna Kobayashi
Community Science Specialist
Scott Kominkiewicz
Associate Director of College
Counseling
Dane Kurihara
Manager of Media Services
Gina Kusao
Executive Assistant to the Dean of
Upper School

Jennifer Lallier
Chapel and Service Coordinator

Hera Lee
Upper School Counselor

Laurie Lee
Residential Admission Administrative Assistant

Reuben Lee
iDepartment and Sullivan Center Project Engineer

Sue Lee
Administrative Assistant to the Director of College Counseling Operations and After School Care Assistant

Berta Liao
Associate Director of College Counseling

Kevin Lopes
Foreman, Athletics Fields Manager

Lori Lum
Lower School Literacy Coach

Carin Makishima
Health Services Nurse

Danielle Malone
Lower School Counselor

Stuart Matsunami
Athletics Facilities and Events Manager

Lurline Mau
Executive Assistant to the Dean of Students

Evan McCarty
Audio Visual Technician

Shantha McKinlay
Residential Life Wellness Counselor

Mitchel Merrick
Assistant Videographer

Carrie Miwa
Upper School Librarian

Kyle Miyamoto
User Support Specialist

Candice Miyashita
Advancement Coordinator and Executive Assistant

Melanie Mizumoto
Service Initiatives Coordinator

Mecca Monson-Gere
Director of Financial Aid and Associate Director of Admission

Michelle Morioka
Co-Director of Student Activities

Toby Morioka
Administrative Assistant, Annual Fund and Liaison to the 'Ohana

Michael Moses
Director of the Annual Fund

Jennifer Murakami
Special Programs Administrative Assistant

Megan Murao
Athletic Trainer

Alyson Nakagawa
Upper School Counselor

Jeri Nakakura
Executive Assistant to the Dean of Operational Programs and Plant Support

Sandra Nakao
College Counseling Coordinator

Sheri Nakaya
Human Resources Generalist and Payroll Specialist

Joline O'Leary
Executive Assistant to the Head of School

Jackie Oda
Library Support Assistant

Carrie Ohira
Attendance Specialist

Catherine Ohta
Events Manager

Taryn Okada
Human Resources Coordinator

Michelle Okimoto
Upper School Evening Library Assistant

Lisa Oshiro-Tamura
Lower School Operations Coordinator

Marita Padilla
Assessment Specialist

Jeanne Papayouanou
Executive Assistant to the Dean of Upper School

Suzanne Park
Upper School Counselor

Fred Pascua
Upper School Evening Library Assistant

Vaneza Pereira
Admission and Financial Aid Administrative Assistant

Gabrielle Perry
KAI Director of Postsecondary Access & Persistence

Teddi Pila
Athletic Department Equipment Manager

Radley Rabut
Residential Operations Assistant

Juju Ranches
Director of Multimedia Design

Saphyre Rezentes
After School Care Director

Lea Sakamoto
Administrative Assistant, Alumni Relations and Events

Candice Sakuda
Director of Community and Civic Engagement

Borana Sarcevic
Associate Director of Residential Life

Chris Shimabukuro
Director of Legacy Giving

Dean Shimamoto
Computer Support Specialist

Kathy Shiraishi
ITS Administrative Assistant

Kori Shlachter
Associate Director of College Counseling

Jamie Shoma Loo
Lower School Counselor

Emilyann Shupe
Lower School Counselor

Megan Small
Associate Director of Residential Life - Operations

Henry Somerville
Director of Tennis

Tesa Stark
Director of Residential Health and Wellness

Devynne Sue
Special Programs Coordinator, Lower School Summer

Karen Suchisa
Accountant

Michelle Sugihara
Human Resources Generalist and Benefits Specialist

Tammy Tajiri-Fujimoto
Executive Assistant to the Dean of Admission and Financial Aid

Michele Takahashi
Health Services Nurse

Trisha Takehara
Director of Leadership Giving

John Tamanaha
Director of Interactive Media

Shari Ann Tapper
Alumni Relations Manager

Louise Tatekawa
Athletic Trainer

Georgina Tom
Archivist

Patrick Tom
Upper School Counselor

Kevin Tomisato
Events Coordinator

Eric Tong
Genomics Specialist

Carlene Toshi
Physical Plant Administrative Assistant

Rene Totoki-Enomoto
Campus Store Manager

Kimberly Tsiang
Computer Science Teacher

Eland Tsubata
Residential Operations Assistant

Garvin Tsuji
Athletic Trainer

Carol Tsukamoto
ITS Business Coordinator

Kirk Uejio
KA'I Director of Middle and High
School Program

Reid Ueki
Security Operations Specialist

Renee Villanueva
Associate Director of Residential Life

Melanie Wakita
Receptionist

Di Anne Wang
Database and Gift Processing Assistant

Kelly Weaver
Co-Director of Student Activities

Chad Willing
Campus Operations and Housing
Manager

Hailey Wong
Performing Arts Administrative
Assistant

Michael Wong
Lower School Operations Assistant

Nancy Wong Mitsunaga
Accountant

Sara Yamamoto
Executive Assistant to the Chief
Financial Officer

Sheri Lyn Yamasaki
Special Programs Coordinator

Steven Yamashiro
Database Analyst

Pamela Yee
Controller

Brittney Yim
Associate Director of Residential Life

Shannon Yonamine
Director of Health Services